

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations		POSITION NUMBER (Agency-Unit-Class-Serial) 061-001-7500-004		MCR / HCR 1
DIVISION / UNIT Behavioral Health Reintegration		CLASSIFICATION TITLE Career Executive Assignment, Level A		
		WORKING TITLE Associate Director, Behavioral Health Reintegration		
		TIME BASE / TENURE P/FT	CBID M01	WWG E
LOCATION 1515 S Street, Suite 212N Sacramento, CA 95811		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
<p>The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.</p> <p>CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.</p>				
DIVISION OVERVIEW				
<p>The Division of Adult Parole Operations (DAPO) is responsible for protecting the community by enabling parole agents to play an active role in the local community's public safety plans and supporting parolees in their effort to successfully reintegrate into the community. DAPO offers a wide range of programs and services and utilizes evidence-based tools to effect long-term behavior change for parolees to earn an opportunity to discharge. The goal is to maintain gains during their parole period that will extend to post supervision. DAPO supervises the most serious and violent offenders in the state. The diverse population includes but is not limited to sex offenders, gang offenders, long-term offenders, mentally ill offenders, and Armstrong class members.</p>				
GENERAL STATEMENT				
<p>Under the general direction of the Deputy Director, DAPO, the Associate Director, Behavioral Health Reintegration (BHR) provides administrative oversight and management of the statewide BHR program including mental health and sex offender management and Crisis Response Services. The Associate Director provides centralized oversight and serves as the DAPO liaison to community, county, state agencies, internal departmental staff, and various stakeholders for issues related to parolee mental health treatment and transition planning.</p> <p>Moderate travel is required.</p>				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.			
30%	Provide administrative oversight and guidance to all BHR staff. Meet with state, county, and community mental health and medical providers to establish formal partnership agreements and develop resource networks for incarcerated individuals mental health treatment, works with internal departmental staff to influence and develop policy and procedures on transitional planning for incarcerated individuals releasing from incarceration and in treatment or facilitated care. Provide management direction to BHR staff for modification, implementation, and day-to-day operational needs for the purpose of improving processes in support of public safety, incarcerated			

30%	<p>individuals' rehabilitation, and cost-effective approaches. Collaborate with Chief Deputy Administrators and District Administrators to improve communication, treatment planning, and clinical staff accountability.</p> <p>Work as part of DAPO's executive management team in setting program and policy priorities. Develop, modify, and implement statewide policies and procedures relating to the operation of BHR. Ensure the provisions of mental health and sex offender services are compatible with community standards, legal mandates, and departmental goals. Establish and implement policy and procedures related to correctional clinical treatment, the California Advancing and Innovating Medi-Cal (CalAIM), resource networks, and transition of incarcerated individuals entering, during, or leaving state parole supervision. Establish and implement policy for defining and monitoring a state/program-wide quality management program, and manages and respond to program inquiries, complaints, legal responses, staff disciplinary issues, and investigations. Communicate to staff critical program and policy issues in the field and assist in the positive resolution of these issues.</p>
15%	<p>Provide direction on activities impacting the Department and collaborate with the California Correctional Health Care Services, Board of Parole Hearings, Division of Adult Institutions, Council on Criminal Justice and Behavioral Health, Division of Rehabilitative Programs, and other federal, state, and local governmental and law enforcement agencies to develop and coordinate delivery of mental health and sex offender treatment services to parolees. Collaborate with CDCR Clinical Services and DAPO Field Operations managers to ensure appropriate delivery of services. Travel to parole units to ensure consistent application of policies and procedures in all parole units and standardization of operations.</p>
10%	<p>Monitor budgets related to medication, clinical services, and unit operations and allocate resources to achieve the statewide program goals and objectives. Represent DAPO in meetings related to the parolee mental health and sex offender program with internal and external stakeholders including other law enforcement agencies, representatives of all levels of government, the public, and the Legislative and Executive Branches. Communicate with the DAPO Deputy Director regarding program activation, policy implementation, compliance matters, and other special requests for information. Attend field operations and headquarter meetings.</p>
10%	<p>Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. Ensure staff maintain accreditation and stay current on mental health and psychology principles, trends, and techniques.</p>
5%	<p>Complete required continuing education courses to maintain license and accreditation as applicable. Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures. Submit administrative requests including leave, travel, and training in a timely and appropriate manner. Accurately report time and submit timesheets by the due date.</p>

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all incarcerated persons, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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