

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations		POSITION NUMBER 061-005-9691-600		MCR / HCR 1
DIVISION / UNIT Executive, Community Re-Entry		CLASSIFICATION TITLE Chief Deputy Administrator, Correctional Program, CEA		
		WORKING TITLE Chief Deputy Administrator, Community Re-Entry		
		TIME BASE / TENURE FT/Non-tenured	CBID M06	WWG E
LOCATION Sacramento, CA		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				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS				
<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. The Division 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. The Division 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 <i>Armstrong</i> class members.</p>				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS				
<p>Under the administrative direction of the Assistant Deputy Director, DAPO, the Chief Deputy Administrator, Community Re-Entry (CDA) is responsible for field operations in an assigned parole region or DAPO headquarters. The CDA provides managerial administrative oversight of field parole districts or DAPO headquarters support or re-entry units and may act on behalf of the Assistant Deputy Director as needed. The CDA is a member of the DAPO Director's Executive Staff.</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.			
35%	Formulates high level policies and procedures for statewide reentry coordination or headquarters operations; coordinates the development and implementation of new programs; coordinates the region's Use of Force review sessions and implements corrective action related to the findings; analyzes growth and future staffing needs; and monitors/reviews staffing patterns, space, and equipment needs. Supervises Parole Administrator Is; provides administrative direction and policy interpretation to administrators and supervisors; prepares probation reports			

061-005-9691-600

	<p>and annual performance appraisals; performs second level review of staff work; consults with administrators regarding grievances and adverse actions; provides orientation to new administrators; monitors/reviews training of administrators; and participates in employment interviews and selection of staff ensuring that the region or headquarters is in compliance with the Equal Employment Opportunity goals of the Department.</p>
<p>25%</p>	<p>Monitors reentry programs; directs audits to ensure compliance with policy; formulates objectives to facilitate the accomplishment of departmental goals; works with the Regional Parole Administrator or Assistant Deputy Director to administer the agreement on detainers and assure compliance with the Interstate Compact; communicates with parolees and their families/friends to resolve problems and complaints; and acts as the DAPO Public Information Officer when needed. Assists with the planning and implementation of training programs; and evaluates staff for special assignments, promotions, and succession planning. Promotes the establishment of local collaborative committees in communities to which offenders return; assists in the implementation of solutions specific to local and regional challenges facing offenders; and works with various state and local agencies, the federal government, foundations and other non-profit groups, and community groups.</p>
<p>20%</p>	<p>Oversees and directs regional or DAPO headquarters operations; responds to contacts from the public, media, social services agencies, or law enforcement agencies; provides information to parole staff to facilitate public speaking and parole information sharing; meets with Legislators, local elected officials, local service providers, and others to effect and maintain cooperative and successful partnerships with local agencies, employers, and others interested in providing services to parolees within the community; and makes presentations to parole staff and community agencies on critical issues in the field or headquarters on parole operation issues and policies.</p>
<p>20%</p>	<p>Travels to field parole offices and/or institutions to ensure consistent application of policies and procedures and standardization of operations.</p>

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison inmates, visitors, nonemployees, and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

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
-------------------------	----------------------	------

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
---------------------------	------------------------	------