

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Legal Affairs		POSITION NUMBER 065-400-7500-XXX		MCR / HCR 1
DIVISION / UNIT Administrative Support Section		CLASSIFICATION TITLE Career Executive Assignment (CEA Level A)		
		WORKING TITLE Associate Director, Administrative Support		
		TIME BASE / TENURE Full-time/Non-tenured	CBID M01	WWG E
LOCATION	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION and VISION

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, health, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and human environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

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.

DIVISION OVERVIEW

Office of Legal Affairs (OLA) offers legal advice to CDCR leadership and staff to help ensure CDCR's operations are conducted effectively, and consistent with legal requirements. OLA attorneys anticipate legal issues and offer practical solutions, appropriately resolve legal disputes, and advocate to advancing CDCR's mission. Attorneys working for CDCR have the unique opportunity to encounter multiple areas of law, including, healthcare; public contracting; accounting services; construction management; facilities planning; class action lawsuits; and provide consultation on policy development, regulatory work, court compliance, risk management, and employee discipline.

GENERAL STATEMENT

Under the supervision of the General Counsel, the Associate Director (AD), Administrative Support (CEA Level A) is responsible for setting policy and managing OLA administrative support services, which includes budgets, contracts, personnel, procurement, case law management, service of process, Public Records Act requests, clerical support to attorneys, customer service to the public, and implementing office policies designed to support the delivery of legal services to the CDCR. The AD, Administrative Support will hold the highest level of authority to directly create or influence policies to manage these programs.

% 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.
20%	Review, evaluate, and analyze documents, including responses to control agency correspondence, budget change proposals and budget concept papers, personnel and contract documents, etc., that are sensitive in nature and that may have fiscal impact; develop and implement office policies designed to support the delivery of legal services to CDCR; directly create or influence policies to manage these programs; identify and analyze policy issues and advise the General Counsel and Chief Deputy General Counsels of the fiscal, personnel, and administrative impact of management decisions; and consult management directly to resolve office policy issues and present alternative solutions.

20%	Assess and track office or departmental plans or components affecting the OLA budget, make recommendations to the General Counsel and Chief Deputy General Counsels regarding the budget, and prepare planning documents to obtain resources needed to efficiently serve clients. Manage and supervise Administrative Support staff by planning, organizing, coordinating, reviewing, and directing the work of OLA's support staff who provide essential analytical, administrative, and clerical services to OLA; evaluate performance of Administrative Support supervisory staff and actively participate in the hiring and selection process of Administrative Support team staff.
20%	Manage and ensure compliance with directives regarding OLA staff training, both required of each employee and the training administered by the OLA staff; develop policies and procedures to ensure that all support staff are well-trained and able to maintain a high level of confidentiality with the sensitivity of information and records they work with, which is critical to the safety of sworn staff and the public; ensure compliance with annual CDCR employee testing requirements (tuberculosis testing, updated document requirements, etc.); compile data to determine costs associated with specific litigation or total cost associated with legal services contracts, OLA staff travel, personnel hiring practices related to the OLA structure, etc.
10%	Oversee OLA contract management for various legal service contracts, as well as all non-legal service contracts with information technology, research, and supply providers; ensure that language in all OLA contracts complies with California law, the State Contracting Manual, and applicable court decrees.
10%	Compile reports required to meet CDCR and OLA's risk management strategic plan goals, as well as those reporting requirements of the Secretary's and Governor's Office related to the status of lawsuits facing CDCR. Occasional travel will be required to supervise managers and facilitate/attend training or attend to other business-related duties at satellite offices throughout the state.
15%	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.
5%	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.

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.

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