|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** | | | | | |  | PROPOSED | | |
| POSITION DUTY STATEMENT | | |  | | | | | | |
|  | | |  | | | X | CURRENT | | |
|  | | |  | | | | | | |
| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | | | **POSITION NUMBER (Agency-Unit-Class-Serial)** | | | | | | **MCR / HCR** |
| Division of Rehabilitative Programs | | | 101-234-2945-002 | | | | | | 1 / D |
| **DIVISION / UNIT** | | | **CLASSIFICATION TITLE** | | | | | | |
| Office of Correctional Education | | | Senior Librarian, CF | | | | | | |
| **WORKING TITLE** | | | | | | |
| Senior Librarian, CF | | | | | | |
| **TIME BASE / TENURE** | **CBID** | **WWG** | | | **COI** | |
| PFT | R03 | E | | | Yes  No | |
| **LOCATION**  Correctional Training Facility | | | **INCUMBENT** | | | **EFFECTIVE DATE** | | | |
|  | | |  | | | 2/15/23 | | | |
| **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, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane 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** | | | | | | | | | |
| |  | | --- | | Under the direct supervision of the Supervisor of Correctional Education Program or their assistant Principal designee, the Senior Librarian is responsible for the functional supervision, operation, scheduling and collections of the institutions law and general libraries. The Senior Librarian will coordinate, publish and distribute the schedule for hours of operations for each library to ensure all inmates throughout the institution have the required access times. The Senior Librarian will make recommendations to their direct supervisor regarding the various compliance issues involving access, disabled inmates and appropriate accommodations, collection maintenance and development, and other issues as required. The Senior Librarian will complete and submit the appropriate purchase requisitions in order to maintain all compliance components of the law and general libraries. | | | | | | | | | | |
|  | | | | | | | | | |
| **GENERAL STATEMENT** | | | | | | | | | |
| The Senior Librarian will provide functional supervision and direction elated to library operations and procedures to the Librarians and Library Technical Assistants throughout the institution. | | | | | | | | | |
| **% 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%  30%  20%  5%  5% | Directly oversees the operations for the institution’s largest and/or most complex library as directed from their supervisor. Functionally supervises all institutional law and general library operations and ensures that all operational procedures regarding the law and general libraries are followed. Provides functional supervision and on the job training to Librarians and Technical Librarian Assistants. Works cooperatively with custody staff to ensure the safe operation of all libraries. Provides recommendations of corrective actions to the first line supervisor to ensure compliance items are maintained.  Develops, publishes, and distributes monthly operational schedules for each law and general library to ensure compliance with all mandates regarding inmate access. Provides recommendations to the direct supervisor for library staff coverage to meet the scheduled hours of operations.  Oversees the ongoing maintenance of the institution’s entire collection and completes purchase requisitions as needed to maintain and to further develop the institution’s collection in order to ensure compliance with mandates.  Responds to inmate requests for material and answers inmate grievances regarding law or general library access issues.  Works cooperatively with the education literacy coordinator and community volunteers to help facilitate the institution’s inmate literacy plan. | | | | | | | | |
|  |  | | | | | | | | |
| 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** | | | | | | | | | |
| * Example: 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 time line 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** | | | |
|  | |  | | | |  | | | |