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| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** | | | | | |  | PROPOSED | | |
| POSITION DUTY STATEMENT | | |  | | | | | | |
|  | | |  | | |  | CURRENT | | |
|  | | |  | | | | | | |
| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | | | **POSITION NUMBER (Agency-Unit-Class-Serial)** | | | | | | **MCR / HCR** |
| **CALIFORNIA STATE PRISON – LOS ANGELES COUNTY** | | | **027-229-9912-001** | | | | | | **1** |
| **DIVISION / UNIT** | | | **CLASSIFICATION TITLE** | | | | | | |
| **RELIGION** | | | **NATIVE AMERICAN SPIRITUAL LEADER** | | | | | | |
| **WORKING TITLE** | | | | | | |
| **NATIVE AMERICAN SPIRITUAL LEADER** | | | | | | |
| **TIME BASE / TENURE** | **CBID** | **WWG** | | | **COI** | |
|  | **R19** | **E** | | | Yes  No | |
| **LOCATION** | | | **INCUMBENT** | | | **EFFECTIVE DATE** | | | |
| **LANCASTER, CA 93536** | | |  | | |  | | | |
| **CDCR’S MISSION and VISION** | | | | | | | | | |
| **Mission**  We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.  **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** | | | | | | | | | |
| Community Resources Department organizes major programs related to the community which include, but are not limited to: volunteer services, grants and donations, inmate community service projects, Arts in Corrections, inmate/family services, religious programming, and community service projects. | | | | | | | | | |
| **GENERAL STATEMENT** | | | | | | | | | |
| Under the general supervision of the Community Partnership Manager, the Native American Spiritual Leader is responsible for the supervision of the Native American religious activities for the prison inmate population. Supervise assigned inmates. | | | | | | | | | |
| **% 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.** | | | | | | | | |
| 40%  20%  10%  10%  10%  5%  5% | Prepare, conduct, and support Native American religious services including Sweatlodge and Circle ceremonies.  Provide religious counseling and teaching to inmates.  Provide liaison support between community volunteers and the institution.  Assist other staff members in carrying out institution programming/mission.  Order and maintain adequate supplies of books, equipment, artifacts, medicines, etc. to support Native American religious program. Complete reports and memorandums as required.  Supervise assigned inmates, and prepare inmate payroll and time keeping documents and inmate disciplinary reports as necessary.  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. Attend in/out service training as required.  **PHYSICAL REQUIREMENTS**  The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  The following is a definition of the on-the-job time spent in physical activities:  Constantly: Involves 2/3 or more of a workday  Frequently: Involves 1/2 to 2/3 of workday  Occasionally: Involves 1/3 or less of workday  N/A: Activity or condition is not applicable  **Sitting**: Occasionally - when keyboarding, using the telephone. There is flexibility for movement on a frequent basis to break sitting with standing and walking.  **Walking**: Frequently – throughout the institution to attend various meetings, meet with inmates etc.  **Standing**: Occasionally - for periods of time to open, file or retrieve documents and to operate various equipment (i.e., copy machine and other office machines).  **Lifting**: Frequently – lifting items weighing a few ounces such as paper, pens staplers, and telephone receiver. Occasionally -  **Carrying:** items listed above may be carried about 15 feet within the office area. Other distances are delivered via vehicle or hand cart.  **Bending/Stooping**: Occasionally to Frequently - may choose this position to reach the lower file drawers, paper stored in a box on the floor, mail located in bins, or similar items. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to perform paperwork duties.  **Reaching in Front of Body**: Frequently to constantly - when keyboarding, answering telephone, handing papers to staff, filling, copying loading paper in printer or copier, opening drawers and reaching about the top of a desk, handing mail to various departments.  **Reaching Overhead**: Occasionally - to reach files stored on an upper shelf.  **Climbing**: Occasionally - takes flights of stairs into and out to the office each day.  **Balancing**: N/A  **Push/Pulling**: Frequently - to open file and desk drawers and to position the computer keyboard, moving of bins storing mail, pushing/pulling hand cart during delivery of mail.  **Kneeling/Crouching**: Occasionally - may choose this position to reach the lower file drawers.  **Crawling**: N/A  **Fine Finger Dexterity**: Constantly - when keyboarding, writing notes by hand, taking phone messages and flipping through paperwork.  **Hand/Wrist Movement:** Occasionally - Keyboarding about 1-2 hours a day per day when necessary to complete reports; operating office machines, answering phones, filing, dispensing mail and working with papers an files.  **Hearing/Speech**: Clear speaking and hearing required to answer telephone calls and in performing duties.  **Sight**: Adequate vision is required to review correspondence, mail and files, as well as transcribe reports. | | | | | | | | |
| **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 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** | | | |
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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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