

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Facility Planning, Construction and Management		POSITION NUMBER 065-321-4802-001		MCR / HCR 2
DIVISION / UNIT Capital Planning and Project Services Branch Planning and Finance Section		CLASSIFICATION TITLE Staff Services Manager III		
		WORKING TITLE Staff Services Manager III		
		TIME BASE / TENURE FT/P	CBID M01	WWG E
LOCATION Sacramento County		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>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.</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				
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				
The Facility Planning, Construction and Management Division delivers services and provides oversight over all real estate functions required by the California Department of Corrections and Rehabilitation, including capital improvement planning and construction, architectural and engineering services, environmental reviews and regulatory compliance, property management and lease administration, and facility management oversight for repairs and maintenance at the Department's correctional facilities.				
GENERAL STATEMENT				
Under the general direction of the CEA, Capital Planning and Project Services Branch, the Staff Services Manager III is responsible for the development and implementation of financial plans, policies, and procedures relating to the multi-billion dollar facilities management programs of the Department of Corrections and Rehabilitation. This includes planning, organizing, and directing the activities of the major/minor capital outlay planning, budgeting, construction program, including remodeling and renovation. Preparation of the Five-Year Infrastructure Plan that includes both new prison capacity proposals, new construction and renovation proposals for existing institutions, and the legislative proposals necessary for the authorization and funding of these activities. Preparation of the legislatively-required Master Plan Annual Report and subsequent quarterly reports providing status of current projects to the Legislature, Legislative Analyst, and control agencies. This position provides administrative direction and guidance in the planning and budgeting of the new prison expansion program and in the establishment and implementation of financial systems. The incumbent represents the Capital Planning and Project Services Branch and the Department with the Legislature, control agencies, private sector organizations and businesses, and other State and departmental administrators.				
% of time performing duties	DUTIES AND RESPONSIBILITIES			
25%	Plans, organizes, and directs the activities required to plan, budget, design, remodel, renovate, and construct projects that are a part of the major and minor capital outlay program for existing institutions and conservation camps and the activities required to determine the types of facilities required, remodeling required, and potential alternative solutions to requests from institutions.			

20%	Responsible for overseeing the institutional capital outlay program for the Departments existing facilities and new prison proposals which includes the development of a Five-Year Infrastructure Plan, the annual capital outlay budget, legislative approval, and implementation. Responsible for overseeing development of reporting documents such as Quarterly Reports and the Master Plan Annual Report.
20%	Represents the Department in meeting and hearing with State officials, administrators, and managers including the State Public Works Board, State Pooled Money Investment Board, and Joint Legislative Budget Committee. Represent and communicate the interests of the Department in the authorization and sale of billions of dollars in bonds as well as the planning and securing of interim financing in advance of bond sales.
20%	Responsible for overseeing the multi-billion dollar financial management policies and systems relative to correctional facilities design, construction and renovation programs. Ensures the development and management of budgetary and financial procedures and systems for State correctional capital outlay programs. Responsible for all technical budget activities including the development of the Governor's Budget and special legislation for the new and existing capital outlay program. Ensures reporting needs of the Legislature, control agencies and departmental management are met. Reviews proposed systems, establishes priorities, reviews and approves financial reports. Ensures control and oversight of prison project expenditures.
10%	Responsible for overseeing the administration and management of support budget for Facility Planning, Construction and Management Division. Responsible for overseeing subordinate managers and coordinating personnel activities for the Division. Respond to special projects related to support budget and personnel activities at request of Division management.
5%	Represents the Department with control agencies and boards, and with private sector organizations and businesses on policies, plans, and issues relative to the planning and financing of CDCR facilities. Represents the Department in legislative hearing and meetings with Legislators and legislative staff. Responsible for the development of legislative proposals relative to the planning and construction capital outlay programs.

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

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