

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility (CMF)		POSITION NUMBER (Agency-Unit-Class-Serial) 076-261-4800-003			
DIVISION / UNIT CMF / Business Services / Personnel		CLASSIFICATION TITLE Staff Services Manager I (Supervisory)			
		WORKING TITLE Institutional Personnel Officer			
		TIME BASE / TENURE FT/P	CBID S01	WWG E	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
LOCATION Solano 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					
<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 The Institutional Personnel Officer is responsible for the overall management and supervision of the institution's Personnel Office under policy established by the Warden and the Department.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Correctional Business Manager I, the Staff Services Manager I, acts as the Institutional Personnel Officer (IPO). The IPO is responsible for the overall management and supervision of the institution's Personnel Office, including Personnel Transactions, Timekeeping, Hiring and Recruitment, Workers' Compensation, Return to Work, Position Control, Classification and Pay, and clerical staff. The incumbent will also interact closely with the institution's Employee Relations Officer, providing assistance handling grievances and processing Adverse Actions.					
% 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%		Directs and supervises the Personnel Supervisors in all matters pertaining to the planning, organizing and directing the institution's Personnel Transactions functions. Reviews new and proposed laws, rules, and policies and implements changes as appropriate to the Personnel Transactions Unit. Ensures uniform and correct interpretation of current laws, rules and policies, and the application thereof to Personnel Operations. Personally resolves and/or makes recommendations on the most difficult personnel management problems.			
20%		Directs and supervises the activities of the institution's hiring and recruitment efforts. Ensures all laws, rules, regulations and policies are followed. Assists in the formulation of specialized recruitment efforts. Ensures that the selection process is orderly and appropriate; that all Certification Lists are properly cleared and rules for temporary restrictions on hiring are followed, such as the Governor's freeze exemption process, the State Restriction of Appointment (SROA), and the Departmental Restriction of Appointment (DROA) lists are cleared.			

20%	Directs and supervises the activities of the institution’s classification and pay operations and personally performs the most difficult assignments. Reviews all classification actions in maintaining the appropriate level of duties and correct reporting relationships for all institutional positions. Oversees the Bilingual pay, Inmate Worker Supervision, and Out-of-Class functions. Directs and supervises Position Control analyst functions including position reconciliations and position establishment and abolishment and ensures all rules and regulations are followed and overages do not occur. Attends the monthly vacancy meeting with Executive Staff.
20%	Supervises and directs the activities of the Return to Work Coordinator/Return to Work Analyst in the proper placement of injured/recovering employees and works with the Early Intervention Team in their efforts to assist the injured workers. Attends the quarterly Return to Work meetings with State Compensation Insurance Fund. Reviews recommendations regarding disposition/settlement of Workmen’s Compensation cases. Review Schedule 8 report. Work with SCO and BMB to resolve any issues or errors in the processing of 607s. Complete and submit monthly COMPSTAT report and Position Authority report.
15%	Provide consultation and interpretation to institution managers, supervisors and employees concerning various SPB, DPA, SCO, PERS, and other control agency laws and rules, as well as departmental policies and procedures governing personnel operations. Develop, recommend and implement policies and procedures within the institution to ensure compliance. Serve as primary liaison with departmental headquarters personnel staff.
5%	Represent the institution at various control agency meetings and court hearings. Acts as the Information Practices Act Officer ensuring confidentiality of records and proper response to subpoenas. Attend other executive and staff meetings as required. Perform other job related duties as required.

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