

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-261-4800-XXX		MCR / HCR 1 / F
DIVISION / UNIT Warden's Office		CLASSIFICATION TITLE Staff Services Manager I (Specialist)		
		WORKING TITLE Employee Relations Officer		
		TIME BASE / TENURE FT/P	CBID E48	WWG E
LOCATION Represa, CA 95671		INCUMBENT		EFFECTIVE DATE 12/1/23
CDCR'S MISSION and VISION				
<p>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.</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				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS				
Under the direction of the Warden, the Staff Services Manager I (Specialist) is responsible for providing guidance and expertise to management and supervisors in areas involving employee performance and administration of department's disciplinary process.				
% 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%	Consults with and advises management and supervisors regarding employee work performance and discipline issues which include the preparation of formal adverse action packages and rejections on probation.			
20%	Participates in settlement agreement process by being responsible for negotiating, writing, and obtaining approvals for Stipulated Agreements. Represents the department at State Personnel Board (SPB) appeal hearings, including presentation of the case, witness preparation, cross examination, etc; in cooperation with Legal Affairs Division staff, prepares written oral arguments and briefs on appeals to the SPB; interviews witnesses; assembles evidence.			
10%	Reviews and advises management on request for Administrative Time Off; obtains required approvals, prepares required memos/notices, and acts as liaison to headquarters.			
10%	Researches, analyzes, and advises management on institutional policy, i.e., interprets and advises of proper application of Government codes, California Code of Regulations, Department Operations Manual, etc.			
10%	Responds to requests for information from the Attorney General, etc; prepares or assists with the preparation of other written legal documents as needed (i.e. Writ of Mandate hearings, legal advocate briefs, etc).			

5%	Develops and provides management/supervisory staff training on employee disciplinary matters. Participates in special work groups as required.
5%	Other duties as required. Attends a minimum of 40 hours In-Service Training/On-the-Job Training annually. 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 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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NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None applicable.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: **Either I:** One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst. **Or II:** Experience: Three years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience beyond the trainee level which shall have included the preparation of reports and the presentation of recommendations to management, at least one year of which must have been in a full journey person technical capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.)

LANGUAGE SKILLS: Ability to speak and write effectively.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Organize and prioritize work; evaluate situations accurately and take effective action; respond effectively to emergency situations; interpret institutional/departmental policies, rules and regulations; recognize and handle dangerous situations for inmates and staff.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

SPECIAL PERSONAL CHARACTERISTICS: Capacity for assuming a progressively greater responsibility as evidenced by recent employment history; neat personal appearance; adaptability; emotional maturity and stability; tact; patience; willingness to work irregular hours; satisfactory record as a law-abiding citizen; normal or corrected to normal hearing; sound physical condition; strength, endurance, and agility; willingness to report for duty at any time due to an emergency crisis.

PHYSICAL DEMANDS: 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 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Occasionally - stands while speaking with other staff, observing inmate and staff activities, and performing inspections.

Walking: Occasionally - walks to other offices to attend meetings, or to the various facilities to perform inspections, or to speak with staff.

Sitting: Frequently to Constantly - sits at meetings and while performing paperwork. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally - lifts paperwork and files weighing from up to five pounds. He/she will occasionally lift binders of information.

Carrying: Occasionally - carries paperwork and files for short distances.

Bending/Stooping: Occasionally - bends or stoops when accessing forms under a counter or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the computer, to perform paperwork duties.

Reaching in Front of Body: Frequently - reaches forward to access a computer terminal, or telephone. He/she will reach when operating a photocopier and pulling files.

Reaching Overhead: Occasionally - may reach overhead to a five-shelf vertical file.

Climbing: Occasionally - climbs steps throughout the institution during regular work responsibilities.

Balancing: N/A

Pushing/Pulling: Occasionally - may push and pull on desk drawers, binders, and individual files.

Kneeling/Crouching: Occasionally - may choose to kneel when accessing information from a bottom drawer or shelf.

Crawling: N/A

Fine Finger Dexterity: Frequently - utilizes fine-finger dexterity when sorting through paper, inputting information to the computer.

Hand/Wrist Movement: Frequently to Constantly - utilizes hands and wrists when sorting papers, looking through files, answering telephones, photocopying, entering and retrieving data from the computer, or making handwritten notes.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally - drives to meetings off-site.

Hearing/Speech: Necessary for interfacing with institutional staff, attorneys, and other governmental employees.

Sight: Necessary to review correspondence and files.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee works indoors in a thermostatically controlled environment. The floors for performance of all duties are linoleum.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The employee utilizes a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, and the usual office supplies.

COMMENTS: Work hours are varied, Monday through Friday. Information for this job description was obtained by reviewing the California State Personnel Board Specification and by observation of the duties as they are currently performed.

GENERAL POST ORDER ADDENDUM

Reasonable Modification/Accommodation: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities of the Department. The Armstrong Remedial Plan (ARP) provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest
2. Undue Burden and Fundamental Alteration
3. Direct Threat
4. Equally Effective Means

These defenses are derived from the Americans with Disabilities Act (ADA) and from the 1987 United State Supreme Court decision in *Turner v. Safley*. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law federal court order.

Equally Effective Communication: The ARP and the ADA require public agencies to ensure equally effective communication with inmates, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with inmates who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Inmates with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that Division of Adult Institutions staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings, etc.; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the inmate understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the inmate to explain what was communicated in his or her own words.

Tracking: The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking inmates with disabilities based upon the CDC Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the *Armstrong Clark* Tracking System (ACTS) and requires all institutions to use this system for tracking all inmates with Developmental Disability Placement (DDP) and DDP codes. The ACTS was designed to work in conjunction with the CDC 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. The C&PRs and RC CC-III are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

Inmates with Housing Restrictions: The ARP requires doctors to generate Chronos with physical limitations for inmates verified with certain CDC 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure inmates are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure Chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for inmate housing. If the inmate has a DDP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the inmate expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where inmates are not housed consistent with documented housing restrictions.

Prescribed Health Care Appliances: The ARP IV.F.3. provides that inmates shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an inmate misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.