

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Headquarters		POSITION NUMBER (Agency-Unit-Class-Serial) 065-544-4800-003		MCR / HCR 2	
DIVISION / UNIT Division of Administrative Services		CLASSIFICATION TITLE Staff Services Manager I (Specialist)			
		WORKING TITLE Special Assistant			
		TIME BASE / TENURE P/FT	CBID E48	WWG E	COI Yes ☒ No ☐
LOCATION Sacramento, CA		INCUMBENT		EFFECTIVE DATE	
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					
Division of Administrative Services (DAS) is responsible statewide support services functions within the Department. This includes Office of Fiscal Services, Office of Business Services, Human Resources, Office of Employee Wellness, and the Regulations and Policy Management Branch. This includes establishing departmental policies, procedures, and processes to manage the administrative operations of the Department, formulates departmental rules and regulations, confers with executives from other areas in the delivery of departmental administrative support programs. DAS consists of over 1,200 permanent staff statewide with a total budget of approximately \$98 million dollars.					
GENERAL STATEMENT					
Under the supervision of Division of Administrative Services (DAS) Director, the SSM I (Specialist) Special Assistant performs the more responsible, varied, and complex assignments related to initiatives and projects under the purview of the DAS. The Special Assistant is a high-level subject matter expert responsible for reviewing, interpreting and providing senior management with recommendations and guidance on the more sensitive, and complex and high-profile issues related to all aspects of DAS projects. The position provides an approval function for data reported, externally and internally, ensuring consistency of reported data. The position also drives coordination amongst internal DAS managers and analytical staff to resolve inconsistencies in performance measures, and with external stakeholders on action plan development and implementation. The position also acts as lead on various DAS projects to ensure projects are designed to deliver the results expected and there is data integrity.					
% 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%		Act as Special Assistant on highly visible DAS projects, such as the restructure of the Return-to-Work program, providing leadership and data management. Develop project scopes and objectives, involving all relevant stakeholders and ensure technical feasibility; develop comprehensive project plans and tracking/reporting mechanisms. Ensure specific projects and initiatives are completed accurately, timely, and within budget. Leads critical DAS task force/workgroups or acts as lead on developing the most complex and sensitive projects related to entry level departmental training initiatives. Provide assistance to DAS leadership in developing policies and procedures for ongoing or new training programs/initiatives. Advises and consults with program management and leadership on complex and sensitive DAS issues.			

15%	Represent the Director in meetings and makes decisions with participation and expectations related to DAS projects. The Special Assistant will have authority to commit DAS to specific deliverables related to training initiatives.
15%	Develop and make recommendations to the Director and other DAS Executive staff regarding highly sensitive and complex initiatives for departmental staff, legislative, or control agency interest. Develop issue papers, concept papers, and proposals for CDCR Executive staff. Completes the most critical documents bringing together all DAS perspectives/data.
10%	Independently perform reviews of DAS areas specific to training and data requirements; develop procedures related to training and the departmental dashboard; analyze operations to ensure units are operating in compliance with departmental policies and in the most efficient manner; and advise the Director of findings, with recommendations for process improvements/corrective action as needed.
10%	Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
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.
5%	Other duties as assigned by the DAS Director.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, 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 timeline 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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