

CALIFORNIA PRISON INDUSTRY AUTHORITY
DUTY STATEMENT



1. Institution/Division/Office: Central Office/Executive/CALPIA		2. Unit/Industry/Enterprise: Executive Office	
3. Classification Title: Staff Services Manager III		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 063-020-4802-001		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under general guidance of the General Manager (GM), the Staff Services Manager III (Chief of Staff, Executive Office) provides high-level expertise and assistance to the GM as well as the Chairperson of the Prison Industry Board (PIB). The incumbent provides supervision and coordination of the CALPIA Executive Office and PIB administrative support personnel.			
8. Work Schedule: Mon-Fri, 08:00 - 17:00 hours			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
30%		<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> <p>Prepares and reviews reports, correspondence, and other high-level work on behalf of the General Manager and the Executive Officer of the PIB. Evaluate and make recommendations to the General Manager on the impact of proposed legislative, program, and policy issues relating to CALPIA. Manage internal/external information processing and distribute information to appropriate CALPIA or PIB for action and disposition. Overall responsibility for developing and maintaining policy and procedures for the Executive Office day-to-day activities. Attend Executive Staff meetings and advise and consult with the General Manager and other Executive Officers giving pre-policy decision inputs, answers highly sensitive correspondence and manages the correspondence for the General Manager.</p>	
20%		<p>Directly manages the Executive Office administrative support staff. Coordinates staffing needs for the Executive Office activities in accordance with State laws, rules, and regulations. Oversee the day-to-day activities of the Executive Office administrative support and advise Executive Staff management accordingly to maintain the professional working environment and relationships with various boards, commissions, departments, agencies and other public or private organizations. Supervises the administrative support staff responsible for maintaining the working schedules and calendars of the GM, Executive Staff and the PIB. Supervises and directs staff with the oversight and coordination of travel activities, arrangement of meetings, new PIB member orientations, and other activities as necessary.</p>	
20%		<p>Directly manage and supervise CALPIA Legislative Section staff responsible for monitoring, analyzing, and reporting on legislative activity for the agency. Direct and manage the analysis of proposed legislation and its potential impact on CALPIA, including the drafting, reviewing, and editing of legislative bill analyses, in coordinating with the California Department of Corrections and Rehabilitation (CDCR). Conduct research on programs and initiatives that may impact the CALPIA and prepare comprehensive background materials. Assess legislative bill analyses training needs for the department and recommends a training program to the General Manager annually. Serves as an advisor to the PIB Legislative Subcommittee.</p>	
15%		<p>Maintaining budgetary items for the Executive staff. Recording and maintaining records of budgetary items including travel (for both the GM and PIB), miscellaneous office expenses, and overtime.</p>	
10%		<p>Develop, establish and maintain the appropriate protocol and procedures for the Prison Industry Board (PIB) to include board member announcements and portfolios, meetings, special events. Manage internal/external information processing and distribution, action and/or disposition, as necessary. Performs independent project-based assignments. Attends associated meetings or participates in conference calls. Responsible for all materials required for meetings, hearings, special events including schedules, agenda, and recordings. Ensures all government code public meeting notice requirements are met.</p>	
		(Continued on Page Two)	

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<p>9. Percentage (%) of time performing duties:</p> <p>5%</p>	<p>10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.</p> <p style="text-align: center;">MARGINAL FUNCTIONS</p> <p>Performs other duties as assigned. Completes mandated and job required trainings.</p> <p style="text-align: center;">ADDITIONAL EXPECTATIONS</p>	
<p>11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:</p>		
<p>PRINT EMPLOYEE NAME: Vacant</p>	<p>EMPLOYEE SIGNATURE:</p>	<p>DATE:</p>
<p>PRINT MANAGER/SUPERVISOR NAME: William Davidson</p>	<p>MANAGER/SUPERVISOR SIGNATURE:</p>	<p>DATE:</p>
<p>HR APPROVAL: BL 4/30/2025</p>		