

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA MEN'S COLONY		POSITION NUMBER (Agency-Unit-Class-Serial) 056-261-9645-XXX	
DIVISION / UNIT BUSINESS SERVICES		CLASSIFICATION TITLE CORRECTIONAL ADMINISTRATOR, DEPARTMENT OF CORRECTIONS	
		WORKING TITLE ASSOCIATE WARDEN	
		TIME BASE / TENURE M06	CBID E
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT 03/17/2025	
CDCR'S MISSION and VISION			
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. 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. 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.			
DIVISION OVERVIEW			
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Associate Warden, Business Services is responsible for the planning, directing, evaluating, staffing and organizing all of Business Services activities, which include the following departments: Correctional Business Manager I, Personnel, Return to Work, Employment Office, Plant Operations, Fire Department and Hazmat, Personnel Assignment Office staff and indirectly Information Systems. This position shall serve as the Equal Employment Coordinator.			
GENERAL STATEMENT			
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction and supervision of the Chief Deputy Warden (CDW).			
% 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.		
35%	Ensure all Business Service departments are following guidelines and are meeting due dates of various correspondence, reports and workload. Keep abreast of all activities being conducted in the various departments of Business Services. Serve as Institutional Classification Committee Chairperson for Administrative Segregation cases on a rotational basis.		
15%	Plan, control, organize, and give overall direction to the institution for budget preparation and submission. Approve/Disapprove all Travel, Incarcerated person Pay Plan, Request for Personnel Action (607) and Moving and Relocation. Participate in annual Fiscal Review with Headquarters Office of Fiscal Management.		
15%	Review and provide direction related to Major/Minor Capital Outlay, Budget Change Proposals, Section 6's and Special Repair requests. Serve on the CMC Space Committee. Direct the preparation and maintenance of Personnel records and payroll.		

15%	Ensures purchasing, contracting and property management responsibilities are done with prescribed laws, rules and regulations. Maintain a constant awareness of Special Repair and major and minor capital outlay projects. Approve Business Information Services (BIS) purchase documents over a specific dollar amount.
15%	Advise and assist in staff development and training. Respond to employee grievances and chair Grievance conferences with staff. Participate in Union negotiations related to position and budgetary issues.
5%	Serves on Warden's Executive Staff, providing expertise in Business Services related topics, assists in formulating administrative policies. Serves as committee member of the Incarcerated person Advisory Counsel. A member of the Whale Rock Commission, serving as Water Commissioner on behalf of CMC, and the County Water Advisory Board. Participate as Administrative Officer of the Day. May act as Chief Deputy Warden in his/her absence. Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. 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 incarcerated persons, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

CONSEQUENCE OF ERROR

- Example: 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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CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA MEN'S COLONY		POSITION NUMBER (Agency-Unit-Class-Serial) 056-261-9645-XXX	
DIVISION / UNIT CENTRAL OPERATIONS		CLASSIFICATION TITLE CORRECTIONAL ADMINISTRATOR, DEPARTMENT OF CORRECTIONS	
		WORKING TITLE ASSOCIATE WARDEN	
		TIME BASE / TENURE M06	CBID E
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT	
		EFFECTIVE DATE 03/17/2025	
CDCR'S MISSION and VISION			
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DIVISION OVERVIEW			
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS			
The Associate Warden, Central Operations, is responsible for maintaining institutional security, staff and incarcerated person safety, and preventing escapes. He/she must be proactive in terms of training, initiating investigations and resolving issues associated with the discrimination or sexual harassment complaints. Must have a thorough working knowledge of the laws, rules/regulations and policies pertaining to the management of the institution. Responsible for all aspects of personnel management within Central Operations.			
GENERAL STATEMENT			
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS			
Under the general direction of the Chief Deputy Warden, the Associate Warden, Central Operations, is to ensure compliance with departmental rules/regulations and policies.			
% 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%	Review incarcerated person disciplinary process including Rules Violation Reports and facility logs to ensure compliance with due process and consistency using various laws, rules, regulations. Critique Use of Force incidents to ensure compliance using departmental Use of Force policies and procedures as required. Manage the Controlled Use of Force application including clinical intervention using Medical and Mental Health staff to ensure compliance with departmental policy as required. Participate as a member and/or chair the Institution Classification Committee (ICC), to provide knowledge and expertise in evaluating the housing, program, Security Threat Group (STG), and treatment needs of incarcerated persons by reviewing Strategic Offenders Management System (SOMS) and Electronic Records Management System (ERMS) information and ensuring due process requirements are met using PC, DOM, departmental directives and CCR Title 15 as necessary. Review incarcerated person grievances to ensure incarcerated person access, appropriate responses, and compliance with Departmental guidelines/time constraints as outlined in the PC, CCR Title 15, and DOM as needed.		

25%	Responsible for keeping updated on changes in laws and policies related to institutional operations. Responsible for implementing changes and updating operational procedures within the division so as to comply with changes in policies and the law. The AW is involved in all hiring and disciplinary action within the division, and in the processing of employee grievances. Reviews and is involved in all program changes within the division. Responsible for approving purchase orders and budget requests, and working with the Business Services division to insure appropriate business practices are adhered to.
15%	Participate in audits to maintain compliance with departmental mandates concerning security, fiscal, medical/mental health, restricted housing, classification process, etc., using existing audit tools on an ongoing basis. Coordinate cross-audits and pre-auditing as needed. Oversee pilot projects to collect data and/or develop methodologies for possible expanded implementation using existing resources as directed by Headquarters.
5%	Participate as Administrative Officer of the Day. May act as Chief Deputy Warden in his/her absence.
5%	Meet with the Incarcerated person Advisory Committee to resolve issues (canteen, laundry, mail, food services, etc.) or provide information using various resources (CCR Title 15, DOM, local operating procedures, etc.) as needed and/or requested.
5%	Act as Emergency Management Coordinator for CMC. Ensure Restricted Department Operations Manuals are stored and updated per procedure. Manage and revise All Hazards Emergency Operations Plan. Facilitate emergency operations training for management team.
5%	Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. 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.

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CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA MEN'S COLONY		POSITION NUMBER (Agency-Unit-Class-Serial) 056-261-9645-XXX		MCR / HCR 1	
DIVISION / UNIT HEALTH CARE/CUSTODY OPERATIONS		CLASSIFICATION TITLE Correctional Administrator, Department of Corrections			
		WORKING TITLE Associate Warden			
		TIME BASE / TENURE	CBID	WWG	COI
			M06	E	Yes ☒ No ☐
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 10/11/2024	
CDCR'S MISSION and VISION					
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DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Institution Americans with Disabilities Act (ADA) Coordinator shall work closely with the Warden, the Chief Deputy Warden, the Class Action Management Unit (CAMU) Correctional Counselor II (CC-II) assigned at the prison, the CAMU Captain and CC-II at the California Department of Corrections and Rehabilitation (CDCR) Headquarters, and the Office of Legal Affairs staff counsel to establish and maintain the CDCR Disability Placement Program (DPP) and Development Disability Program (DDP) policies at the Institution. The Institution ADA Coordinator shall assume a leadership role in achieving and maintaining substantial compliance with the Armstrong Remedial Plan, Armstrong Board of Parole Hearings (BPH) and the Clark Remedial Plan (CRP). The Institution ADA Coordinator shall uphold effective ADA standards and ongoing compliance with Federal and State laws and Departmental regulations, policies and procedures.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS The Associate Warden- Health Care Access, under the direction of the Chief Deputy Warden and indirectly the Chief Executive Officer - Health Care Services, is responsible for managing an institution's custodial operations in support of the health care services provided both on and off institution grounds and is the Americans with Disabilities Act (ADA) Coordinator.					
% 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%	Plans, directs, and organizes custodial operations to ensure incarcerated person-patient access to all scheduled and unscheduled, on-site health care appointments, including medical, mental health, and dental; serves as liaison between custody operations and Health Care Services to ensure effective communication and resolution of issues in order to meet Constitutional standards of incarcerated person-patient access to Health Care Services; monitors and ensures institutional compliance with the custody requirements as set forth in the Incarcerated person Medical Services Program Policies and Procedures, Department Operations Manual, and various directives and mandates established as a result of class action litigation pertaining to access to health care services; ensures the Monthly Health				

Care Access Quality Report data is tracked, collected, analyzed, and accurately reported in order to efficiently manage custody staffing resources, improve operations, minimize overtime costs, and monitor incarcerated persons' compliance with the priority medical ducat process; ensures all post orders, organizational charts, and operational procedures relating to health care access are accurate and updated annually; coordinates with the Institution Associate Warden-Central Operations with the routine review of the institution Post Assignment Schedule (budgeted number of positions) and Master Assignment Roster (scheduling of positions) to ensure adequate and appropriate custody staff are available during normal and modified programming to escort and/or transport incarcerated person-patients to health care services and provide for the safety and security of staff and incarcerated person-patients within on and off-site clinical areas. The ADA Coordinator shall implement Federal and State Laws Departmental Policies and procedures involving the ADA. The ADA Coordinator for Clark and Armstrong shall establish and maintain compliance with the Armstrong Remedial Plan (ARP) and Clark Remedial Plan (CRP) and as well as the implementation and administrative oversight of the institutions response to the ADA. The ADA Coordinator for Armstrong and Clark shall act as a liaison between the Office of Court Compliance, Class Action Management Unit, the Division of Health Care Services and the institution.

20% Directs the custodial operations of all incarcerated person-patients transported off institutional grounds for health care services; determines security requirements for the safe and secure transport of incarcerated person-patients; coordinates security inspections of off-site health care operations to ensure safety and security of staff, incarcerated persons and the public.

20% Participates in Institutional Classification Committees and Interdisciplinary Treatment Team committees as Chairperson or member to assist in the decision making process, including but not limited to appropriateness of incarcerated person-patient's placement, transfer, privilege group, work group, and housing status (i.e. single cell or double cell status) while meeting the incarcerated person-patient's health care needs and adhering to the incarcerated person's security/custody requirements; works with appropriate health care staff to ensure all custody-related medical appeals are handled in a timely manner and to identify potential deficiencies affecting to access to health care services.

15% Reviews all recommendations and attends meetings, discussions, and/or forums regarding new or revised policy/procedures and/or issues (a) impacting correctional support of Health Care Services programs, (b) focusing on improving access to care, delivery of quality care, and/or (c) resolving operational barriers impeding the delivery of health care; participates in or chairs the institutional Quality Improvement Committee meeting, Emergency Response Review Committee, Suicide Prevention Committee, Executive Use of Force, and Health Care Services Governing Body; reviews and evaluates all Use of Force incidents/packages completed by the Health Care Access Unit; participates in Corrective Action Plans related to Health Care Services' operational deficiencies by ensuring remedies meet policy or procedure requirements and are implemented within identified time frames.

5% Participate as Administrative Officer of the Day. May act as Chief Deputy Warden in his/her absence. Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. 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.

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DIVISION / UNIT LEVEL III HOUSING		CLASSIFICATION TITLE Correctional Administrator, Department of Corrections			
		WORKING TITLE Associate Warden			
		TIME BASE / TENURE	CBID M06	WWG E	COI Yes ☒ No ☐
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 03/17/2025	
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DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Associate Warden, Level III Housing is responsible for the management of the incarcerated person housing units referred to as A through D-Facilities as well as ASU Housing and Joint Labor Management.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction and supervision of the Chief Deputy Warden (CDW).					
% 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%	The AW Level III Housing serves as Chief Disciplinary Officer (CDO) and ensures incarcerated person discipline is consistent with departmental policy. This position reviews all Crime / Incident Reports for Facilities A through D. The AW Level III Housing regularly participates in and is a member of the Institutional Classification Committee (ICC). The AW Level III Housing is responsible for taking charge of incarcerated person incidents within the Facilities, and ensuring the incident and/or emergency is properly handled and documented. This position is responsible for all incarcerated person grievances in Facilities A through D.				
35%	The AW Level III Housing works as a liaison person between custodial operations and Psychiatric Services in providing psychiatric treatment for a population in excess of 800 incarcerated persons. The AW Level III Housing ensures his/her division is in compliance with departmental policies and state law. This position is responsible for personnel actions within the division, maintaining employee discipline and ensuring compliance with existing labor contracts. Overtime expenditures and employee excessive leave usage shall be closely monitored. The division must operate within budget and the AW Level III Housing must work closely with Business Services in this endeavor.				
25%	The AW Level III Housing coordinates periodic audits of the various work areas within the division. Problems and/or deficiencies must be identified and corrected. Employee grievances and labor relation issues shall be handled in a timely manner. Participate as Administrative Officer of the Day. May act as Chief Deputy Warden in his/her absence. Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and				

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