

STATE OF CALIFORNIA
DUTY STATEMENT

CALIFORNIA CORRECTIONAL TRAINING AND
REHABILITATION AUTHORITY (CALCTRA)

1. Institution/Division/Office Central Office / Administration	2. Unit/Industry Employee Relations Office
3. Classification Title Supervisor I	4. Proposed Incumbent (if known) Vacant (LT)
5. Current Position Number (Agency-Unit-Class-Serial) 063-043-4800-004	6. Effective Date
<p>7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:</p> <p>Under general direction of the Deputy Director, Administration, the Staff Services Manager I (Supervisory) is a working manager and serves as the Employee Relations Officer (ERO) for CALCTRA, responsible for supervising professional staff, managing the departments performance management (progressive discipline) and substance testing programs, including drafting adverse actions, consultation and coordination with stakeholders including departmental management, State Personnel Board (SPB), California Department of Corrections and Rehabilitation (CDCR) and the Office of Legal Services.</p>	
<p>Work Schedule: Standard schedule is Monday–Friday, 8 a.m.–5 p.m. As the primary contact for Administrative Time Off (ATO), reasonable suspicion and substance-testing matters, the incumbent may be contacted and required to provide guidance outside normal business hours, including nights, weekends and holiday.</p>	
8. Percentage (%) of time performing duties:	9. 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. (Use an additional page if necessary)
25%	<p>ESSENTIAL FUNCTIONS</p> <p>As a working level manager, independently provide technical advice and guidance to managers and supervisors on the most difficult and complex performance management and employee discipline matters department wide. Ensures administration of the performance management and discipline process in compliance with State laws, rules and regulations and policy including, but not limited CDCR Department Operations Manual (DOM Section 33030.1, Article 22), SPB, California Department of Human Resources (CalHR), CALCTRA, CDCR, and collective bargaining agreements. Consults with the Office of Legal Services, Equal Employment Opportunity Office, Labor Relations, Executive management, and Human Resources on complex matters.</p>
25%	<p>Oversees the department personnel action process including formal adverse actions, rejections during probation and other administrative actions (e.g. Absence Without Leave (AWOL)). Reviews and/or prepares Notices of Adverse Action, Letters of Instruction, Letters of Expectation, Counseling, Attendance Restrictions and other actions/memorandums as appropriate. Advises and assists subordinate staff and providing guidance on preparing and drafting personnel actions including level of discipline. Review all actions and disciplinary documentation to ensure the consistency of the performance management process. Coordinate with the CALCTRA Office of Legal Services and Executive management to ensure compliance with state and departmental requirements. Monitors statute of limitations and ensures timely notice, and appropriate service of actions in compliance with State laws, rules and regulations and departmental policy. Upload actions to the SPB and confers with SPB as appropriate.</p>
20%	<p>Manages and oversees all complaints received by the ERO related to employee misconduct. Advises and assists subordinate staff in conducting internal investigations. Independently performs the most complex employee conduct investigations and oversees coordination of investigations meeting the threshold for referral to the CDCR's Office of Internal Affairs (OIA) and Investigative Services Unit (ISU) related to CALCTRA staff. Utilizes CDCR Case Management System (CMS) as it pertains to investigations, including uploading requests. Reviews all completed investigations, attachment and all other pertinent information to assess recommended action. Consults with CDCR OIA and ISU on investigation requests including status, scope and timelines. Assists CALCTRA Office of Legal Services with pre-hearing settlement conferences; prepare pre-hearing conference statements and may represent CALCTRA at SPB appeal hearings.</p>

10%	<p>Manages the department's Administrative Time Off (ATO) program and policies, including CDCR gate blocks. Obtains supporting documentation, required approvals and prepares required memos/notifications including service, if needed. Tracks all ATO and gate blocks and submits ATO extension requests and ATO reports in compliance with department delegation by control agencies. Participates in SPB Compliance Reviews and other audits as needed.</p> <p>Responsible for receipt and review of Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) livescan reports containing arrest notifications to make recommendations to Executive on proceeding with approval or denial of clearance to hire. Coordinate with Human Resources and other stakeholders on these requests. Acts as the Drug and Alcohol testing coordinator on behalf of CALCTRA, pursuant to departmental policy. Assists managers and supervisors with testing questions and requests. Receive, review and report tests results as appropriate.</p> <p>Administrative Activities: Provide guidance and direction to subordinate staff, including performance management, coaching, evaluation of work, mentoring, performance evaluations, probationary reports and assessing training needs. Ensure staff are trained in ERO matters, conduct staff meetings, and initiate recruitments as needed. Monitor operating budget and expenditures and evaluate program workload, goals, priorities, and staffing needs; initiate budget requests/changes. Oversee utilization of various systems (e.g. SAGE, Salesforce, SPB) to achieve ERO operational goals. Ensure compliance with bargaining contracts, hiring practices and policies and procedures.</p> <p>Responsible for the development, implementation, and evaluation of ERO policies, forms, and operating procedures to ensure compliance with laws, rules, regulations, and Quality Management System standards (ISO). Work with Executive, Legal, managers and supervisors, control agencies, and other stakeholders to identify, formulate and recommend policy and operational changes in support of program objectives. Oversee the development and delivery of training and presentations related to the ERO. Maintain ERO logs for investigations, ATO, disciplinary and other administrative matters, and prepare and present reports and data as needed to stakeholders.</p>
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MARGINAL FUNCTIONS

5% Represent CALCTRA in meetings with internal and external stakeholders, including but not limited to members of the executive team, Office of Legal Services, CALCTRA Managers and Supervisors, CDCR Representatives, and other State agencies. Leads or participates in special projects as directed to ensure the department meets administrative and business standards. Present on various matters as needed, including training, on behalf of the ERO and perform other job-related duties as assigned.

ADDITIONAL EXPECTATIONS

This position may require travel to off-site meetings, training, and other work-related activities. As the primary contact for ATO, reasonable suspicion and substance-testing matters, the incumbent may be contacted and required to provide guidance outside normal business hours, including nights, weekends and holidays. Required to complete mandatory and job-related training.

10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME Tina Ramirez	SUPERVISOR'S SIGNATURE	DATE
HR APPROVAL MJL 12.12.2025		