

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

REV 2/2026

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Administrative Services	POSITION NUMBER (Agency-Unit-Class-Serial) 048-109-9646-001	MCR / HCR 1/F	
DIVISION / UNIT Peace Officer Selection and Employee Development Office of Training and Professional Development Advanced Learning Institute	CLASSIFICATION TITLE CAPTAIN (AI)		
	WORKING TITLE ALI CAPTAIN		
	TIME BASE / TENURE FT/Limited Term	CBID M06	WWG E
LOCATION Goethe Road, Sacramento 95827	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

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

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

The Advanced Learning Institute strives to support, guide, and implement departmental training initiatives that impact staff at all levels. Through teamwork and collaboration our multi-disciplinary team adopts innovative training solutions to provide CDCR staff with critical knowledge, skills and abilities to foster organizational success.

GENERAL STATEMENT

Under general direction of the Deputy Director, Peace Officer Selection and Employee Development (POSED), the Captain (AI) provides managerial oversight of the Advanced Learning Institute (ALI) which is tasked with providing statewide leadership/supervisory/managerial training, field support for training initiatives, and program management pertaining to statewide training initiatives. Duties include but are not limited to:

% 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%	Plans, organizes, evaluates, and directs the work of ALI based on legal mandates, changing and emergent training needs, departmental priorities, directives, statutes, and strategic goals. Act as a liaison with internal and external stakeholders to organize, plan and implement training initiatives for field staff including annual training, supervisory, managerial and leadership training for both peace officer and non-peace officer classifications. Provides indirect oversight of training contracts within ALI; this includes assisting in document production, tracking of deliverables, tracking of invoicing, and ensuring compliance with state contracting rules. Reviews all assignments and/or projects. Provides indirect oversight all programmatic areas within ALI.
30%	Maintains administrative oversight for ALI which includes delegated approval for all recruitment and hiring, budgetary tracking, budget change proposals and managerial functions within the unit. Ensures performance evaluations and/or probation reports are prepared and provided timely. Provides time off request approvals; conducts improvement discussions and follow through on improvement plans, uses the progressive disciplinary process and takes or recommends appropriate action. Conducts training sessions with staff as well as determining, accessing, and arranging for training. Meets regularly with staff to disseminate information, receive feedback and/or to clarify operational procedures.
15%	Direct oversight of statewide field training programs including but not limited to the Correctional Sergeant Mentorship Program and the Correctional Officer Job Shadowing Program. Liaison with field staff, support localized training initiatives and evaluate the efficacy of said programs. Liaison with the Correctional Training Center to ensure shared goals are achieved.
10%	Participates on workgroups and collaborates with various departmental divisions to ensure training initiatives, goals and objectives are met. Monitors staff interaction in relation to Equal Employment Opportunity. Responsible for staff management and directly responsible for general supervision and training of subordinate supervisors. Other duties as required.
5%	Personnel Management 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.
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.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.

- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison individuals, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Department Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

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 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

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