

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

PROPOSED

POSITION DUTY STATEMENT - General

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-219-9608-001		MCR / HCR 1
DIVISION / UNIT Administration		CLASSIFICATION TITLE Community Resources Manager, CI		
		WORKING TITLE Community Resources Manager, CI		
		TIME BASE / TENURE PFT	CBID S20	WWG E
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 5/5/2026

CDCR'S MISSION, VISION and COMMITMENT

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.

DIVISION OVERVIEW

The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs, and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated people in the Conservation Camp Program. SCC administers 27 male camps located throughout the State of California.

GENERAL STATEMENT

Under the general direction of the Warden, the Community Resources Manager, CI plans, organizes and directs a program to develop, allocate, coordinate and control all community resources for incarcerated people within the institution. Supervises an

Institutional Artist Facilitator, a Staff Services Analyst (General), a Management Services Technician, an Office Technician (Typing), the Catholic and Protestant Chaplains, the Native American Spiritual Leader, the Muslim Chaplain, and the Jewish Rabbi, as well as providing functional supervision to the Friends Outside Case Visitor Center Director and Family Liaison Service Provider.

<p>% of time performing duties</p>	<p>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.</p>
<p>40%</p>	<p>Plan, organize, and direct a program to develop, allocate, coordinate, and control all community resources within and for a correctional institution; make resource availability/priority decisions within the institution; design and implement new and innovative programs to benefit the incarcerated people and institution. Assist in identifying, developing and coordinating collaborative partnerships with local stakeholders, and facilitate continuity of services and transition from incarceration to community that support the California Department of Corrections and Rehabilitation (CDCR) reduction in recidivism strategies. Solicit community support and resources by contacting community leaders and agencies; make presentations and follow-up visits; implement community-sponsored activities for incarcerated people; develop and provide orientation and training of institutional staff; design and implement special events designed to improve and maintain the relationship between the institution and various community stakeholders. Coordinate and serve as a liaison for the legislatively mandated Citizens’ Advisory Committee, the Incarcerated People Family Council, Community Reentry Committees, and civic organizations. Seek volunteer partnerships for and manage incarcerated people self-help programs such as Alcoholics and Narcotics Anonymous; monitor CDCR contractors who provide anger management and parenting programs, and services for incarcerated people’s visitors.</p>
<p>30 %</p>	<p>Provide direct supervision to the institution chaplains. Coordinate, monitor, and support all religious programs. Prepare monthly chaplain duty schedules and timely job performance reviews. Is knowledgeable of the chaplain bargaining unit contract. Monitor the implementation of court-mandated religious services such as the provision of incarcerated people religious dietary needs. Oversee and monitor faith-based reentry programs, volunteer services, grants, and donations. Provide direction to incarcerated people/family service contract employees; monitor and evaluate service contracts; serve as liaison for incarcerated people/family service contractors to institution staff; monitor gate clearances and institutional contractor identification cards for incarcerated people/family service contractors and volunteers.</p>
<p>10%</p>	<p>Monitor staff sponsors to Incarcerated People Leisure Time Activity Groups and faith-based reentry programs. Direct and supervise volunteer recruitment for institutional programs including incarcerated people self-help and religious programs. Coordinate gate clearance process, training requirements and other activities necessary for the service of volunteers, assigned contract staff, and staff sponsors, in a correctional setting.</p>
<p>10%</p>	<p>Maintain records on program activities. Coordinate the collection of program data, and meet data reporting deadlines. Document and evaluate number of incarcerated people and hours provided to communities to determine cost savings; the number of incarcerated people and hours provided for self-help and religious activities that support CDCR reduction in recidivism strategies. Update annually all Department Operations Manual supplements and Operational Procedures for areas of responsibility of the CRM.</p>
<p>5%</p>	<p>Ensure that incarcerated people fund raising requests and community services projects using incarcerated people labor are consistent with CDCR regulations and California statutes. Negotiate contracts with public entities who wish to use incarcerated people support services. Monitor incarcerated people fund raising and community service projects approved by the Warden. Other job related duties as required.</p>
<p>5%</p>	<p>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.</p>

<p>SPECIAL PERSONAL CHARACTERISTICS</p>
<ul style="list-style-type: none"> 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 incarcerated people, visitors, non-employees, 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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