

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-261-9645-003		MCR / HCR 1
DIVISION / UNIT Business Services		CLASSIFICATION TITLE Correctional Administrator, Department of Corrections		
		WORKING TITLE Associate Warden, Business Services		
		TIME BASE / TENURE PERM/FT	CBID M06	WWG E
LOCATION 300 Prison Road, Represa, CA 95671		INCUMBENT		EFFECTIVE DATE

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.

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DIVISION OVERVIEW

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

GENERAL STATEMENT

Under the Direction of the Chief Deputy Warden, dependent on the area assigned, the Correctional Administrator is responsible for planning, administering/managing one of the four following areas: 1) Business Services Functions: Budgets, Accounting, Feeding, Plant Operations, Maintenance, Personnel, Procurement, Fire & Safety, Telecommunications and Hazardous Materials; or, 2) Program Activities: Classification and Custody Operations within the Institutions housing units, Religion and Academic/Vocational; or, 3) Operations Division: Correctional Captain and Classification & Parole Records; or 4) Health Care Services Division: ADA Coordinator, Coleman Coordinator, Armstrong Coordinator and any other litigation pertaining to health care services class actions.

% 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%	<p><u>Assessment, Planning and Management Activities</u> Reviews all authoritative resources related to the management of the area assigned. Determines the scope of custody, discipline, classification, treatment, recreation, and employment of Incarcerated Persons (IP) within their division. Performs periodic evaluations of all areas of assigned Division to determine the institution’s compliance with mandatory regulations. Corrects programs deficiencies. Identifies operations changes and/or enhancements and takes measures to ensure plans are implemented. Prepare reports, memorandums, grievances correspondence, post orders, administrative documents and disciplinary reports. Reviews and approves requests for equipment and supplies. Develops and disseminates institutional policies governing the assigned Division. Interprets, applies, and ensures adherence to court, institutional and departmental regulations. Serves as the Administrative Officer of the Day as scheduled. Audits and reviews all IP Disciplinary Reports. Audits the institution’s Register of Violations and all other aspects of the IP disciplinary process. Reviews Central Files and approves/disapproves all gate passes for IPs working outside the inner security perimeter of FSP. Processes IP grievances. Develops Budget Change Proposals, prepares division goals and audits/evaluates progress.</p>
30%	<p><u>Supervisory Responsibilities</u> Plans, organizes and directs the workload activity of subordinate supervisory and support services staff. Manages workload activity, assigns and reviews staff assignments, develops and maintains performance and workload standards, selects and trains staff, maintains accurate leave credit usage for subordinate staff, and recommends operation goals and objectives pertaining to the Division assigned. Completes/reviews performance evaluations, adverse action requests, merit salary adjustments, and other personnel actions of subordinate employees. Interprets and administers applicable sections of the Director’s Rules, Departmental Operation Manual Guidelines, and other administrative guides which govern the assigned division.</p>
20%	<p><u>Meetings, Training, and Special Task Force Participation</u> Attends administrative meetings, training conferences, and special ad hoc Task Force meetings. Coordinates the development of program activity within the assigned division. Monitors special projects, tracks progress, and records relevant data or special requirements. Responds to Emergency and Priority Assignments. Reviews proposed program modifications to determine scope of program changes, and implementation plans. Serves as Expert Advisor on complex projects. Responsible for presenting key decision points to management. Develops and present training programs to staff, IPs, and other outside interested parties on general operational aspects of the institutions programs. Serves as member of the institution’s Executive Staff, attends and conducts meetings, and may act for the Warden, or Chief Deputy Warden as directed</p>
10%	<p>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.</p>
5%	<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>

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 incarcerated persons, visitors, nonemployees 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*
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CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-261-9645-004		MCR / HCR 1
DIVISION / UNIT Operations		CLASSIFICATION TITLE Correctional Administrator, Department of Corrections		
		WORKING TITLE Associate Warden, Operations		
		TIME BASE / TENURE PERM/FT	CBID M06	WWG E
LOCATION 300 Prison Road, Represa, CA 95671		INCUMBENT		EFFECTIVE DATE

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

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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.

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<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>35%</p>	<p><u>Assessment, Planning and Management Activities</u> Reviews all authoritative resources related to the management of the area assigned. Determines the scope of custody, discipline, classification, treatment, recreation, and employment of Incarcerated Persons (IP) within their division. Performs periodic evaluations of all areas of assigned Division to determine the institution’s compliance with mandatory regulations. Corrects programs deficiencies. Identifies operations changes and/or enhancements, and takes measures to ensure plans are implemented. Prepares reports, memorandums, grievances correspondence, post orders, administrative documents and disciplinary reports. Reviews and approves requests for equipment and supplies. Develops and disseminates institutional policies governing the assigned Division. Interprets, applies, and ensures adherence to court, institutional and departmental regulations. Serves as the Administrative Officer of the Day as scheduled. Audits and reviews all IP Disciplinary Reports. Audits the institution’s Register of Violations and all other aspects of the IP disciplinary process. Reviews Central Files and approves/disapproves all gate passes for IPs working outside the inner security perimeter of FSP. Processes IP grievances. Develops Budget Change Proposals, prepares division goals and audits/evaluates progress.</p>
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<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. 	

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POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-261-9645-001		MCR / HCR 1
DIVISION / UNIT Health Care Services		CLASSIFICATION TITLE Correctional Administrator, Department of Corrections		
		WORKING TITLE Associate Warden, Health Care Access and Administration		
		TIME BASE / TENURE PERM/FT	CBID M06	WWG E
LOCATION 300 Prison Road, Represa, CA 95671		INCUMBENT		EFFECTIVE DATE

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Mission

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GENERAL STATEMENT

Under direct supervision of the Warden/Chief Deputy Warden, the Associate Warden, Health Care Access and Administration (AWHCAA), will plan, direct and organize a custody operation to ensure incarcerated person-patient access to health care (including medical, mental health and dental services). The AWHCAA will also coordinate with all class action litigation issues pertaining to access to health care services. The AWHCAA will report indirectly and provide assistance to the Chief Executive Officer (CEO) as necessary and appropriate on all issues of prison operation.

<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>30%</p>	<p>Responsible for assuring timely incarcerated person access to health care by facilitating coordination and communication between custody, administrative and health care operations by monitoring compliance with priority medical ducat policies and procedures; reviewing ducating schedules to ensure they provide incarcerated persons access to medical care: and monitoring the availability of custody staff to continue medical operations during normal program operations and during institution lockdowns. Reconciles the Post Assignment Schedule (budgeted number of positions) and Master Assignment Roster (scheduling of positions) to ensure custody positions established to provide access to health care services are appropriately assigned and meet incarcerated person-patient needs. Directs the custody oversight of all incarcerated persons transported off institutional grounds; reviews and completes CDCR 7252s determining the security requirements necessary to safely transport incarcerated persons, ensures timely health care operations and minimizes associated overtime costs. Coordinate security inspections of off-site health care operations to ensure the safety and security of staff and incarcerated person-patients.</p>
<p>20%</p>	<p>Participates in institutional Classification Committees (ICC) and attends Interdisciplinary Treatment Team (IDTT) committees as needed with clinicians and classification staff to assist in the decision-making process regarding the identification of best placements for incarcerated person-patients' treatment needs. Acts as liaison between health care and custody operations to ensure custody and classification actions are adhered to by the appropriate health care and custody staff. Participates in and may co-chair the Quality Management Committee and participates in Local governing Body meetings. Attends (or designee attends) all meetings, discussions, and forums on issues impacting correctional support-custody operations of health care delivery, focusing on improving access to care. Participate in the monthly Emergency Response Review Committees and maintaining Operations Procedures, DOM Supplements and Post Orders related to the Health Care Access Unit. Reviews and evaluates all Use of Force incidents/packages completed by the Health Care Access Unit and participates in executive Use of Force reviews as designated by the Warden.</p>
<p>10%</p>	<p>The American's with Disabilities Act (ADA) Coordinator serves as the liaison between the institution, the Class Action Management Unit (CAMU), the Office of Legal Affairs (OLA) and headquarters staff. Coordinates and monitors the institution's compliance with the Clark Remedial Plan ensuring all staff receive initial training and follow-up training on the provisions of the Clark Remedial Plan. Establish a system to ensure effective communication between custody, clinical and education staff regarding the needs of incarcerated persons in the Developmental Disability Program (DDP). Assumes a leadership role in preparing the institution for departmental compliance reviews and Clark monitoring tours by the Prison Law Office; ensuring all pertinent staff are present for the tours. Ensures that the appropriate custody staff are aware of incarcerated persons' needs under the Clark Remedial Plan. Routinely monitor the institution's grievances and reasonable accommodations to evaluate the institution's performance regarding any issues that were raised. Conduct monthly audits of CDCR Form 128-A's and CDCR Form 115's received by incarcerated persons in the DDP. The incarcerated person's Strategic Offender Management System (SOMS) file and medical records should be reviewed and discussions held with DDP clinical staff, the Chief Disciplinary Officer and Staff Assistant as appropriate, to determine whether the incarcerated person's current classification and placement should be referred to IDST/ICC/UCC for review if patterns of serious rule violations occur with incarcerated persons in the DDP.</p>
<p>10%</p>	<p>Works with the CEO to identify potential deficiencies that may exist related to access to health care. Reviews all recommendations for new or revised policy/procedures related to the access to health care and provides consultation regarding the impact upon custody support and health services operations. Oversees the Reasonable Accommodation Panel (RAP) and acts as the ADA Coordinator. Serves as the liaison between Institution Health Care Services and Custody Operations to ensure effective communication channel remain open between all those involved. Meets as needed with the Associate Warden, Business Services and the CEO to ensure effective communication and resolve business related issues occurring within Health Care Services including fiscal reviews.</p>
<p>10%</p>	<p>Achieves and maintains compliance with the Armstrong Remedial Plan (ARP) and Armstrong II Board of Parole Hearings (BPH). Ensures staff receive training and follow up training on the provisions of the ARP. Works closely with both the Class Action Management Unit Correctional Counselor II and Supervising CC IIs, who are assigned as Assistant ADA Coordinators. Works with institution staff in the implementation of ADA policy affecting all</p>

	<p>institution operations and processes such as the incarcerated person appeals (CDCR 1824s); custody and classification; disciplinary process; access to programs, services and activities (e.g., library services); health care delivery; housing; work and program assignments; receiving and release; physical plant; etc. Conducts routine monitoring of the incarcerated person appeals process to identify problems associated with timeliness, screening decisions, responses, etc. Works closely with appeals coordinator to ensure interim accommodations are addressed. Conducts incarcerated person interviews to identify ADA issues/needs. Ensures housing and programming of incarcerated persons with disabilities is reasonable to comply with the Disability Placement Program. Works with the Classification & Parole Representative to ensure ADA mandates are met specific to the tracking of disabled incarcerated persons; the transition to parole process; and BPH proceedings. Conducts reviews of local institution operations; procedures, manuals, and accessibility issues to ensure ADA compliance. Provides ADA expertise and guidance to institution staff for implementation of departmental ADA policies. Conducts internal audits of ADA compliance and prepare corrective action plans. Ensures accurate and timely document production for monitoring/compliance reviews. Participates in monitoring/compliance reviews to ensure all pertinent staff are present, and coordinate all corrective action measures. Works with health care staff in ensuring incarcerated persons with disabilities are properly screened, evaluated, and verified; and that associated verification forms are completed timely and accurately. Performs other duties as assigned/required to ensure the institution's compliance with Federal and State laws and department policies and procedures involving the ADA.</p> <p>10% Assist's the CEO in the coordination and monitoring of all health care related court imposed remedial plans, settlement agreements or orders. Participates in the development and implementation of any required corrective action plans related to health care litigation issues. Works with the institution's Litigation Coordinator to monitor all institution health care related litigation issues, promotes litigation prevention, and provides assistance to Warden and CEO relating to the review and monitoring of corrective action plans. Act as a liaison between the CEO and the Employee Relations Office regarding labor relations issues. Attend Labor/Management meetings with the CEO. Participates as Institution Administrative Officer of the Day (AOD). Maintains a safe and secure environment following all safety and universal precautions; reports any unsafe equipment or situations and remains knowledgeable of emergency and fire procedures. Attends In-Service Training as required, insuring staff do the same. And, of course, performs other duties as required.</p> <p>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.</p> <p>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.</p>
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POSITION DUTY STATEMENT

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CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-261-9645-002		MCR / HCR 1
DIVISION / UNIT Programs		CLASSIFICATION TITLE Correctional Administrator, Department of Corrections		
		WORKING TITLE Associate Warden, Programs		
		TIME BASE / TENURE PERM/FT	CBID M06	WWG E
LOCATION 300 Prison Road, Represa, CA 95671		INCUMBENT		EFFECTIVE DATE

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071-261-9645-002

% 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%	<p><u>Assessment, Planning and Management Activities</u></p> <p>Reviews all authoritative resources related to the management of the area assigned. Determines the scope of custody, discipline, classification, treatment, recreation, and employment of Incarcerated Persons (IP) within their division. Performs periodic evaluations of all areas of assigned Division to determine the institution’s compliance with mandatory regulations. Corrects programs deficiencies. Identifies operations changes and/or enhancements, and takes measures to ensure plans are implemented. Prepares reports, memorandums, grievances correspondence, post orders, administrative documents and disciplinary reports. Reviews and approves requests for equipment and supplies. Develops and disseminates institutional policies governing the assigned Division. Interprets, applies, and ensures adherence to court, institutional and departmental regulations. Serves as the Administrative Officer of the Day as scheduled. Audits and reviews all IP Disciplinary Reports. Audits the institution’s Register of Violations and all other aspects of the IP disciplinary process. Reviews Central Files and approves/disapproves all gate passes for IPs working outside the inner security perimeter of FSP. Processes IP grievances. Develops Budget Change Proposals, prepares division goals and audits/evaluates progress.</p>
30%	<p><u>Supervisory Responsibilities</u></p> <p>Plans, organizes and directs the workload activity of subordinate supervisory and support services staff. Manages workload activity, assigns and reviews staff assignments, develops and maintains performance and workload standards, selects and trains staff, maintains accurate leave credit usage for subordinate staff, and recommends operation goals and objectives pertaining to the Division assigned. Completes/reviews performance evaluations, adverse action requests, merit salary adjustments, and other personnel actions of subordinate employees. Interprets and administers applicable sections of the Director’s Rules, Departmental Operation Manual Guidelines, and other administrative guides which govern the assigned division.</p>
20%	<p><u>Meetings, Training, and Special Task Force Participation</u></p> <p>Attends administrative meetings, training conferences, and special ad hoc Task Force meetings. Coordinates the development of program activity within the assigned division. Monitors special projects, tracks progress, and records relevant data or special requirements. Responds to Emergency and Priority Assignments. Reviews proposed program modifications to determine scope of program changes, and implementation plans. Serves as Expert Advisor on complex projects. Responsible for presenting key decision points to management. Develops and present training programs to staff, IPs, and other outside interested parties on general operational aspects of the institutions programs. Serves as member of the institution’s Executive Staff, attends and conducts meetings, and may act for the Warden, or Chief Deputy Warden as directed</p>
10%	<p>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.</p>
5%	<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>
SPECIAL PERSONAL CHARACTERISTICS	
<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 prison IPs, visitors, nonemployees 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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