

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-210-9820-005		MCR / HCR 1
DIVISION / UNIT  Administrative Services – American Disability Act		CLASSIFICATION TITLE Support Services Assistant (Interpreter)		
		WORKING TITLE Support Services Assistant (Interpreter)		
		TIME BASE / TENURE	CBID R20	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 5/1/2026	INCUMBENT		EFFECTIVE DATE
WORK HOURS Various (based on institutional needs)	RDOs Friday and Saturday			
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>				
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.				
<b>DIVISION OVERVIEW</b>				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS				
Under direct supervision to facilitate communication between individuals with hearing impairments and hearing individuals, serve as interpreters; accompany staff members to places of business where services are otherwise unavailable; and to do other duties related to assisting the communication process.				
Performs interpreting services individually or in group settings, including hearings, for an audience, at an assembly or meeting or for consumers who are not State employees; may perform other services unique to hearing impaired persons and other job-related services as required.				
<b>GENERAL STATEMENT</b>				
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS				
Under the direct supervision of the Correctional Administrator – American Disability Act, the Support Services Assistant (Interpreter) (SSAI) will facilitate communications accurately, effectively, and impartially using sign language for hearing impaired and severely speech impaired incarcerated individuals. The SSAI will also perform other duties related to assisting in the communication process. The SSAI is under the direct supervision of the Institution's Americans with Disabilities Act (ADA) Coordinator and Indirect supervision of the Warden. This position may require the SSAI to travel to other correctional institutions, other than their assigned facility, if needed by the California Department of Corrections and Rehabilitation (CDCR). Overtime hours may be necessary when required for emergency circumstances.				
This position is expected to provide coverage during weekends, institution activities, and other events requiring sign language interpreting services to ensure effective communication access for Deaf and Hard of Hearing incarcerated individuals.				
In compliance with the Code of Ethics as set forth by the National Registry of Interpreters for the Deaf, the SSAI will perform sign language interpreting services to uphold effective communications standards and ongoing compliance with Federal, State and Departmental ADA laws, regulations, policies, and procedures to include the following:				

030-210-9820-005

% 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><b>ESSENTIAL FUNCTIONS:</b></p> <p>Respond to requests for sign language interpreting communications via telephone, in person, email or pager to provide a wide range of sign language interpreting services for hearing impaired, hard of hearing incarcerated individuals and severely speech impaired incarcerated individuals that rely on sign language for effective communication. The incumbent may be required to provide interpreter services through videoconferencing for incarcerated individuals at other institutions.</p>
35%	<p>Communications include but are not limited to, interpreting for incarcerated individuals in the Incarcerated Individual Disciplinary Process, Administrative Segregation Unit Placements, Classification Committee Process, Computation Review Process, Health Care Delivery, Caseworker contacts, Incarcerated Individual Appeals Process, Participation in the Education Programs and will interview hearing impaired and severely speech impaired incarcerated individuals to determine whether the qualified for SLI methods of communication.</p>
15%	<p>Prioritize and coordinate interpreting requests and assignments. Prepare and maintain written reports and documents. Track the workload associated with sign language interpreting services for incarcerated individuals within the institution. Work closely with the scheduling staff to arrange for additional contract interpreting services when necessary.</p>
10%	<p>Provide information and referrals on various topics associated with sign language, hearing devices and assistive technology such as TTY's, etc. Attend meetings and periodic training and conference calls as assigned/required to assist with the institution's compliance with Federal, State and Departmental laws, policies and procedures involving ADA, sign language interpreting and effective communication.</p>
05%	<p><b>MARGINAL FUNCTIONS:</b></p> <p>Participates in appropriate In-Service Training. Enforces CDC, RJDCF and ADA policies and procedures. Performs other related duties as required.</p>

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, 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 on 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
-------------------------	----------------------	------

**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
---------------------------	------------------------	------