

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Correctional Policy Research and Internal Oversight	POSITION NUMBER (Agency-Unit-Class-Serial) 065-165-7500-004		MCR / HCR 1
DIVISION / UNIT Office of Civil Rights	CLASSIFICATION TITLE Career Executive Assignments (CEA), Level B		
	WORKING TITLE Associate Director, Office of Civil Rights		
	TIME BASE / TENURE Full-time/ Non-tenured	CBID M01	WWG E
LOCATION Sacramento, CA	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. 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 Division of Correctional Policy, Research and Internal Oversight (CPRIO) is responsible for providing departmental oversight function through audits, internal affairs investigations, risk management, policy management, as well as data projections and reporting. The division manages the Office of Internal Affairs (OIA), Office of Civil Rights (OCR), Office of Research (OOR), Office of Audits and Appeals (OAA), Office of Public Records (OPR), and the Regulation & Policy Management Branch (RPMB).			

GENERAL STATEMENT	
Under the administrative direction of the Director, Division of Correctional Policy, Research and Internal Oversight (CPRIO), the Associate Director (AD), Office of Civil Rights (OCR) serves as the highest-level advisor and manager of the Equal Employment Opportunity/Sexual Harassment Prevention Program (EEO/SHPP) and Diversity, Equity and Inclusion (DEI). Per CDCR's Department Operations Manual, Section 31010.7, the incumbent is the Department's EEO Officer and per Government Code Section 19795(a), reports directly to the Secretary, CDCR on matters related to EEO. Per Government Code Section 19795(a), the EEO Officer ensures departmental compliance with EEO/SHPP laws. The AD formulates, implements, and evaluates departmental EEO policies and procedures for the Department. The AD also formulates, implements, and evaluates SHPP policies and procedures and ensures staff receive EEO/SHPP related training.	
% 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.
30%	Provides statewide program direction for the development and implementation of the Department's EEO practices and objectives in compliance with federal and state laws and departmental policies. Reviews and ensures departmental policies are inclusive, equitable, and non-discriminatory. Acts on behalf of the Secretary to maintain a department free of discrimination, harassment, and retaliation; and serves as the Department's expert/key advisor and resource for departmental management regarding EEO, sexual harassment, discrimination, EEO/sexual harassment retaliation, and DEI workforce matters.
30%	Manages and monitors the Department's EEO complaint review process to ensure the discrimination complaint process is conducted with independence, objectivity, and consistency statewide. Monitors the performance of EEO/SHPP coordinators and counselors. Provides input for investigations of EEO misconduct; and may consult with Department managers on the appropriate action to be taken in cases with sustained findings. Manages and provides oversight of OCR operations; formulating high-level policies and procedures which impact CDCR statewide; and coordinating the development and implementation of new policies and procedures as a result of legislation. Ensures statewide compliance regarding the interpretation and implementation of applicable laws, regulations, and best practices. The AD, OCR position requires the ability to travel statewide up to 30% of the time.
20%	Facilitates the evaluation of the annual Workforce Analysis Report to pinpoint underutilization of certain racial/ethnic and gender groups and the development of a strategic action plan to eliminate non-job-related employment barriers. Works with management to ensure non-discriminatory personnel policies and practices. Coordinates an annual evaluation of the Department's upward mobility program and utilization of persons with disabilities. Monitors the Department's Disability Advisory Committee and is responsible for the development and maintenance of EEO programs for persons with disabilities. Assists the Department in complying with the Americans with Disabilities Act and other related statutes.
5%	Coordinates with CDCR's Office of Training and Professional Development and Office of Legal Affairs in the development and delivery of EEO/SHPP training to monitor and evaluate the effectiveness of such training. Participates with Peace Officer Selection and Employee Development to plan and evaluate upward mobility programs for departmental employees. Oversees the creation of training programs specific to the prevention or reporting of violations of employee civil rights, laws, regulations, and policies. Assures EEO objectives are not adversely affected by labor agreements reached through collective bargaining process, and provides consultation on grievances involving EEO issues
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.
5%	Serves as liaison/facilitator with community and advocacy organizations related to EEO/sexual harassment and/or diversity issues. Acts as a liaison between the Department, the State Personnel Board, California Department of

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5%	Human Resources, Department of Fair Employment and Housing, Office of the Attorney General, and other state, or governmental agencies, including the U.S. Equal Employment Opportunity Commission, the Government Alliance on Race and Equity, and private entities on EEO/sexual harassment and/or diversity matters. Monitors the composition of oral panels in departmental examinations to ensure diversity. 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 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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT: • <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

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