

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations (DAPO)		POSITION NUMBER (Agency-Unit-Class-Serial) 061-016-9924-202		MCR / HCR 1
DIVISION / UNIT Warrant Unit 24/7/365 Operational Unit		CLASSIFICATION TITLE Supervising Program Technician I		
		WORKING TITLE Supervising Program Technician I		
		TIME BASE / TENURE Perm/FT	CBID S04	WWG 2
LOCATION Sacramento		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 STATEMENT				
California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (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 Adult Parole Operations is responsible for protecting the community by enabling parole agents to play an active role in the local community's public safety plans and supporting the supervised population in their effort to successfully reintegrate into the community. The Division offers a wide range of programs and services and utilizes evidence-based tools to effect long-term behavior change for supervised individuals to earn an opportunity to discharge. The goal is to maintain gains during their parole period that will extend to post supervision. Following their release from incarceration, the Division supervises the most serious and violent persons in the state. The diverse population includes but is not limited to supervised persons with gang affiliations, persons sentenced to a life term, persons with mental illness, persons required to register pursuant to Penal Code 290, and Armstrong class members.				
GENERAL STATEMENT				

Under general supervision of the Supervising Program Technician (SPT) III, the SPT I performs the more difficult technical duties specifically associated with the Warrants Unit. The SPT I uses a higher degree of initiative and independent action. The SPT I retrieves information from various computer systems; including California Law Enforcement Telecommunications System (CLETS), Strategic Offender Management System (SOMS), Parole Violation Disposition Tracking System (PVDTS), and others. Interprets and applies laws, rules, regulations, policies, and terminology unique to the California Department of Corrections and Rehabilitation (CDCR), Department of Justice, and the law enforcement field. The employee is the expert resource person in the unit and acts as consultant to other units and entities. The employee must work well under pressure and communicate effectively with tact and good judgment to relay the information and handle the reporting or processing of potential problems/crises such as escapes, riots, disturbances, homicides, and other various situations. As a supervisor, the person must have knowledge of effective supervisory skills and techniques.	
% 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.
40%	Coordinates and reviews assignments to be performed for accuracy and timely completion. Schedules employees to assure adequate shift coverage. Approves overtime, if needed. Trains new employees on all phases of work in the unit. Briefs the employees of the next watch on all pertinent information. Works closely with the lead Program Technician II, who acts as lead in the absence of the SPT I. Prepares performance evaluations, disciplinary actions; interviews job applicants during the hiring process. Approves/denies staff leave requests. Plans, organizes, directs, and evaluates the work and performance of staff. This includes, but is not limited to, the following: complies 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. Recruits, hires, trains, develops, and provides leadership to a diverse staff. Monitors, evaluates, and creates written performance appraisals of staff. Counsels staff and initiate disciplinary actions as necessary. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
25%	Performs the more complex and difficult duties of the Warrants Unit, requiring independent decision making, which have been referred from staff. Acts as the expert resource person to subordinate staff, departmental staff, and law enforcement agencies, providing interpretation of the California laws, rules, regulations, and policies pertaining to the access and release of criminal information maintained by the CDCR. Acts as liaison between law enforcement agencies, parole regions, parole units, and institutions to resolve issues regarding inmates/parolees. Acts as DAPO liaison with the Department of Justice, Federal Bureau of Investigation, Board of Parole Hearings, DAPO field staff, and the Division of Adult Institutions. Reviews all policy and procedures that emanate from the above agencies and initiates changes to the Warrants Unit procedures as required necessary. Explains the requirements of the warrants process to extradition officers in other states and California Parole Agents.
10%	Performs quality control of information on Strategic Offender Management System (SOMS), prior to entry into the various computer systems; reconciles error messages; initiates file for active warrants; performs quality checks on staff warrant and parolee information entries into the various IT systems, work products, and performance. Ensures each employee receives training pertaining to specific laws, rules, and office policies and procedures through on-the-job training or outside sources. Provides training to staff, parole agents and field staff, and other Reviews and ensures the Warrants Unit training manuals and resources are updated and maintained. Ensures intranet resources are available and staff have access to materials.
10%	Analyzes incoming materials of a sensitive and/or confidential nature; ensures that 10-minute “hit” confirmation responses are met, per requirements from National Crime Information Center.
5%	Attends trainings and meetings. Performs other related duties as required necessary.
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

5%	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.	
	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.	
• 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