

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) 061-028-9924-500	MCR / HCR 1	
DIVISION / UNIT Interstate Compact Unit	CLASSIFICATION TITLE Supervising Program Technician I		
	WORKING TITLE Supervising Program Technician I		
	TIME BASE / TENURE LT/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 the general supervision of the Parole Agent III and his/her designee, the Supervising Program Technician I (SPT I) supervises a group of support staff assigned to the Interstate Compact Unit, which includes classifications of Program Technicians, Office Technicians, and Office Assistants. The SPT I directs the daily work of support staff; maintains all personnel files; backs up support staff positions, as necessary; provides and/or arranges training for all staff; participates in supervisory meetings; and maintains the work/break/vacation schedules for support staff. The SPT I is responsible for processing monthly time sheets for support staff. The SPT I performs the following duties:

% 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%	Responsible for the daily supervision and assignment distribution (i.e. rotation of staff to provide adequate phone coverage) of all support staff. This may also include redirecting or modifying work assignments in response to changes in the Interstate mission. Completes probationary reports and annual performance evaluations. Initiates disciplinary actions at the direction of management and makes recommendations to management on suggested course(s) of action. Reviews and approves all vacation/time off requests for support staff. Assists in the selection of hiring Unit support staff upon request.
25%	Resolves the more complex issues and problems relating to Interstate transfers by taking corrective action and providing on-the-job training to minimize future occurrences. Provides training to staff regarding Interstate Compact Rules and ensures the various databases are accurately maintained.
15%	Maintains timesheets for all Interstate staff which includes: reviewing and reconciling discrepancies in leave and time usage, overtime, etc. Acts as the liaison with Division of Adult Parole Operations Headquarters Personnel and Office of Personnel Services Transactions staff. Actively participates in all supervisor meetings. Compiles monthly statistics to submit to the Deputy Compact Administrator (Parole Administrator I).
10%	Acts as the subject matter expert and provides confidential information and technical liaison assistance to local and other states' law enforcement agencies, district attorney offices, judges, parole offices, probation departments, private attorneys, and the public in special circumstances, as it relates to adult offenders. Responds to various correspondence related to adult parole and probation offenders.
5%	Performs the duties of support staff, whenever necessary or in the event of an absence or excessive workload, to ensure the overall unit is performing effectively. Trains new support staff. Ensures training records of employees are completed and maintained.
5%	Acts as a liaison with various law enforcement agencies regarding the Interstate Agreement on Detainers and ensures that they are processed in a timely manner. May perform other duties, as required.
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 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%	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