

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-261-9691-001			
DIVISION / UNIT Division of Adult Institutions / Administration		CLASSIFICATION TITLE Chief Deputy Administrator, Correctional Program, CEA			
		WORKING TITLE Chief Deputy Warden			
		TIME BASE / TENURE Full-time/Non-tenured	CBID M06	WWG E	COI Yes ☒ No ☐
LOCATION Jamestown, 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. CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.					
DIVISION OVERVIEW					
The Division of Adult Institutions (DAI) is comprised of four geographic regional divisions, which include Northern Region I, Central Region II, Central Region III, and Southern Region IV. These regional divisions are supported by centralized functions in the Operation Support Unit that are organized in matrix fashion to provide a combination of standardized and regional-based shared services.					
GENERAL STATEMENT					
Under the administrative direction of the Warden, the Chief Deputy Administrator, Correctional Program, C.E.A. (CDW) is responsible for planning, organizing, directing, and coordinating all institution programs and employees through subordinate managers and staff Sierra Conservation Center (SCC). Functions as the operations chief over all institution programs and staff. The CDW is responsible for external relations with governmental, legislative, and community and business leaders at the local and State levels. Plans, organizes, directs and coordinates all correctional, business management, work-training incentive, educational, medical and allied services and related programs within SCC. The CDW performs peace officer duties which include maintaining order and supervising the conduct of incarcerated persons, protecting and maintaining the safety of persons and property, inspecting premises and searching incarcerated persons for contraband, and replacing and/or assisting the custodial staff during					

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emergency situations, such as fights, attempted escapes, or major incidents, such as riots. Represents the Warden in policy and decision-making meetings within the institution, the department, and with other agencies and organizations. Directly supervises all Correctional Administrators and other staff with key institution-wide roles. The CDW acts on behalf of the Warden in his/her absence and as directed. In addition, under the DAI, Deputy Director Facility Operations, the CDW shall serve as the hiring authority for the Centralized Allegation Resolution Unit overseeing staff misconduct allegations investigated by the Allegation Investigation Unit on a one-year rotational basis.

% 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%	<u>Program Administration:</u> Through subordinate managers, administers a comprehensive, long-range program for the custody, housing, classification work, academic and vocational education and training, discipline, and appeals of incarcerated individuals; administers the religious, recreational, and other activities of incarcerated individuals; meets with incarcerated individuals as warranted. Through subordinate managers, administers the business management activities of the institution, including preparation and management of the budget, maintenance of buildings, and grounds, procurement and control of equipment of buildings and grounds, procurement and control of equipment and supplies, food preparation and service, clothing, sanitation, health and safety, and related services. Through subordinate managers, administers the institution's programs for recruitment and selection.
35%	<u>Management and Supervision:</u> Establishes and maintains an accountability system to demonstrate that programs, activities, and actions of individual employees are consistent with law, the Director's rules and policies, and judicial decisions. Plans and organizes time, resources, and staff to effectively achieve departmental and institutional goals. Coordinates institutional programs with other institutional and departmental programs to ensure operational effectiveness. Provides leadership by delegating and exercising appropriate controls over the activities of subordinates. Participates in selection of subordinates, evaluates their performance, and takes or recommends appropriate action. Serves as Chairperson of ICC and co-chair of the Interdisciplinary Training Team. Supervises four Correctional Administrators (Business Services, Incarcerated Individual Services, Operations and Programs), the Incarcerated Persons Appeals Coordinator, In-Service Training Lieutenant, Litigation Coordinator, Staff Services Analyst (Use of Force), and one Office Technician (T) directly and has administrative responsibility for all institutional personnel.
15%	<u>Policy and Program Development and Evaluation:</u> Serves as a member of the Warden's policy-setting executive staff. Develops, interprets, and administers policies and procedures governing the operation of the institution. Directs staff and ad hoc task groups in reviewing the effectiveness of institutional policies and activities, resolves operational problems, and directs the preparation of reports and statistical analysis. Meets with Incarcerated Individuals Advisory Committee members.
10%	<u>Personnel Management:</u> 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.
• 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 individuals, visitors, non-employees and employees shall be made aware of this.
- Maintenance of Peace Officer Standards and training in accordance with Penal Code 832 and Department Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

CONSEQUENCE OF ERROR

Consequence of error is high and may result in loss of lives, jeopardizing the health and safety of citizens, loss of credibility, public scrutiny, loss of delegation from control agencies, loss of faith by the public, negative media coverage, loss of funding source, major segments of State operations affected, regulatory challenges, litigation, audits, civil or criminal investigation, etc.

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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