

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Employee Health Management (OEHM)	POSITION NUMBER (Agency-Unit-Class-Serial) 065-545-4800-003	MCR / HCR 2	
DIVISION / UNIT Health and Safety Unit	CLASSIFICATION TITLE Supervisor I		
	WORKING TITLE Health and Safety Section Manager		
	TIME BASE / TENURE Perm/FT	CBID S01	WWG E
LOCATION 9250 Laguna Springs Dr. Suite 205, Elk Grove, CA 95758	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 Health and Safety Unit is responsible for ensuring the Department's compliance with California's Title 8 regulations, which govern workplace safety standards. This unit develops, implements, and monitors compliance of the health and safety programs. The Health and Safety Unit also encompasses the Substance Abuse Testing Section (SATS) who is responsible for administering the Department's substance abuse testing programs. Testing programs include reasonable suspicion testing of employees in sensitive positions, and random testing of Bargaining Unit 06 peace officers, excluded and exempt peace officers, and commercial drivers.			
GENERAL STATEMENT			
Under the general direction of the Health and Safety Section Chief (Supervisor II) of the Office of Employee Health Management (OEHM), the incumbent serves as the Health and Safety Section Manager (Supervisor I) supervises and directs the work of			

analytical and administrative support staff assigned Title 8 safety programs and the substance abuse testing programs. The incumbent plans, organizes, reviews, and approves all work products for consistency with established policies, procedures, and program goals; establishes unit priorities, goals, objectives, and work assignments; and organizes staff resources and develops implementation plans to effectively respond to emerging priorities. The incumbent performs the more difficult and complex program activities in support of the departmental programs and serves as the subject matter expert on substance testing programs and policies. Act as the advisor to the Deputy Director, Local Substance Abuse Testing Coordinators (LSATCs) and Reasonable Suspicion Designees statewide.

% 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%	Serve as the subject matter expert and provides technical guidance and interpretation of various laws and regulations. Plan, organize, direct, and evaluate the work and performance of analytical staff. Track the progress and completion of assignments, as well as ongoing training, development, and evaluation of assigned program staff; oversee the implementation, compliance and review of policy and procedures to administer statewide. Provide functional oversight regarding regulatory requirements, policy, procedures, and roles and responsibilities statewide. Makes recommendations for new strategies and processes that will enhance current processes. Develop tools necessary to implement recommendations. Ensure maintenance of random pool databases and oversee the random selections for testing. Ensure maintenance of the commercial driver's roster. Analyze and make recommendations to management on the most complex or sensitive issues involving the programs.
30%	Work directly with the California Department of Human Resources, California Prison Industry Authority, Division of Adult Institutions, Division of Adult Parole Operations, Office of Legal Affairs, and Office of Labor Relations' management to administer the programs for the department. Assist the Health Care Services Personnel Administrators with pre-employment drug testing pursuant to State Personnel Board Rules 213-213.6. Ensure compliance with Federal Department of Transportation requirements of commercial drivers including Clearinghouse reporting.
20%	Utilize effective communication strategies and performance management techniques in providing staff feedback; counsels staff as needed. 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.
10%	Represent the CDCR in State Personnel Board and other administrative hearings, meetings and conferences; prepare correspondence to control agencies; review legislation and Federal laws and regulations and make recommendations on policy and procedure as needed. Responsible for managing and updating contracts related to Substance Abuse Testing and Title 8 safety programs. Review invoices for accuracy and submitting to the Supervisor II for final approval.
5%	Perform other related duties in support of the OEHM as necessary for operational continuity. Perform administrative duties including, but not limited to adhering 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. Travel and attend meetings and training as needed.

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, nonemployees, and employees shall be made aware of this.
- This position requires the incumbent to maintain strict confidentiality and adhere to the CDCR Code of Conduct.
- Occasional local and overnight travel required to departmental work locations as necessary.

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 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