

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Employee Wellness (OEW)		POSITION NUMBER (Agency-Unit-Class-Serial) 065-544-9662-001		MCR / HCR	
DIVISION / UNIT Division of Administrative Services/Office of Employee Wellness		CLASSIFICATION TITLE Correctional Officer			
		WORKING TITLE Correctional Officer			
		TIME BASE / TENURE Limited Term/Full Time	CBID R06	WWG 2	COI Yes ☐ No ☒
LOCATION HQ		INCUMBENT		EFFECTIVE DATE 08/17/2026	
CDCR'S MISSION					
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					
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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Office of Employee Wellness (OEW) provides a safe, accessible, and connective space for proactive wellness support, education, and resources for all California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) employees. OEW develops, implements and oversees the department-wide employee wellness programs including the Peer Support Program (PSP), California Chaplain Corps (CCC), CDCR Wellness app, Employee Assistance Program (EAP), and other statewide wellness programs.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Correctional Sergeant, the Correctional Officer will utilize their firsthand experience, knowledge, and understanding of the correctional law enforcement environment and California Department of Corrections and Rehabilitation (CDCR) institutional operations to assist in and facilitate the creation, implementation, metrics, maintenance, marketing and evaluation of statewide employee wellness programs and initiatives for CDCR and California Correctional Health Care Services (CCHCS) employees and their families. The incumbent must draw from their correctional experience to build and maintain rapport statewide with departmental staff in order to encourage their utilization of the wellness programs and offer internal insight into the complexity and sensitivity of issues facing correctional staff and their families. The incumbent will utilize their correctional knowledge and expertise to become proficient in all wellness programs so they may effectively and conscientiously provide evaluation of such programs, provide feedback and recommend changes. Must work effectively under stressful conditions, work effectively and cooperatively under the pressure of working weekends, holidays, extended and rotating shifts (day/night) as needed or directed by the department head. Be prepared for statewide travel, on short notice, to and from various CDCR, CCHCS, and DJJ					

facilities, camps and offices for extended periods of time. Maintain confidentiality regarding all information of a personal or professional nature of employees who request services from OEW.

% 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%	Utilizing correctional knowledge and expertise assist in the development, implementation or enhancement, delivery and evaluation of statewide wellness-related programs as assigned. Using correctional knowledge concentrate on wellness program and initiatives delivery systems, specifically assisting with the creation of a robust digital marketing campaign. Applying correctional knowledge and expertise; develop, implement, and evaluate methods of communicating and educational campaigns to departmental employees and their families, including, but not limited to; on-site seminars, statewide site visits, monthly email blasts, webinar updates, videos, etc. campaign. Assist with managing CDCR's wellness app programing software.
30%	Utilizing correctional experience build and maintain rapport with correctional staff to encourage their utilization and feedback of employee wellness programs. Build and maintain cooperative working relationships with staff, public officials, public agencies, wardens, institutional and administrative staff, legal, labor organizations and professional groups. Overnight travel to prisons, facilities, and program offices within the state as required for mission accomplishment.
20%	Assist staff and family members with accessing professional assistance and available resources on a wide variety of physical and behavioral health concerns. Using correctional knowledge conduct field research via outreach efforts to other law enforcement and state agencies on best practices and trends, ensuring the department remains conducive with industry standards, when operationally and fiscally allowable. Provide guidance in determining the appropriateness of specialized law enforcement resources for inclusion in existing wellness programs.
10%	Utilizing correctional experience, research and provide oral and written recommendations, processes, and procedures on ways to reduce the stigma associated with mental health and the use of mental health services. Conduct presentations on the goals, operations, and use of employee wellness programs. Assist in the development and revision of processes, procedures, and regulation. Under general direction create and maintaining various metrics to track and evaluate the utilization, quality, accessibility, and employee satisfaction of wellness programs and resources. Perform other duties as needed or required to support the physical and behavioral health of departmental employees and their families or as directed by the OEW Associate Director or their designee
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 REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all incarcerated individuals, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

CONSEQUENCE OF ERROR

- Assume and demonstrate independent responsibility for decisions and actions having staff and programmatic impact. High consequence of error.

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