

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Rehabilitative Programs	POSITION NUMBER (Agency-Unit-Class-Serial) 065-227-7500-002	MCR / HCR 1	
DIVISION / UNIT Division of Rehabilitative Programs Office of Program Support	CLASSIFICATION TITLE CAREER EXECUTIVE ASSIGNMENT (C.E.A.), LEVEL B		
	WORKING TITLE ASSOCIATE DIRECTOR		
	TIME BASE / TENURE Non-Tenured/FT	CBID M01	WWG E
LOCATION 9260 Laguna Springs Drive, Bldg E 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 Division of Rehabilitative Programs (DRP) provides rehabilitative programs, including academic, career, and technical education for incarcerated persons, and comprehensive pre-release and post-release rehabilitative programs in the community to facilitate the successful reintegration of the individuals served back to their communities with the skills to thrive. DRP's Office of Program Support (OPS) provides administrative services support to the division. OPS also oversees the collection and reporting of rehabilitative data.			
GENERAL STATEMENT			
Under direction of the Deputy Director, Program Support, the Associate Director oversees a Manager II over DRP Administrative Oversight functions and a Manager II and Research Data Specialist III, responsible for data systems, reports, and regulation changes. This position is required to be proficient in Microsoft Word, Outlook, Excel, PowerPoint, Systems Applications and Products			

(SAP)/Business Information System (BIS) functionality and have the ability to learn CDCR proprietary software and case management systems.

Travel will not exceed 60% on average.

% 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%	Plans, organizes, directs, and evaluates the work submission of DRP's administrative, data quality, reporting, policy, and regulation management efforts. Manages, reviews, and submits quality assignments in a timely manner. Delivers status updates and outcomes to executive staff on projects and drills. Manages DRP's funding requests and issue papers, making edits and verifying data when needed. Coordinates responses and recommendations for various internal and external drills. Manages reasonable accommodation and specialized leave status submissions for status updates and hiring authority signature. Manages adherence to Corrective Action Plan timelines. Tracks timely completion of compliance and audit review requests and ensures submissions include accurate summaries with recommendations. Represents DRP when meeting with CDCR/CCHCS executive level management and external stakeholders, including but not limited to the Department of Finance, Legislative Analyst's Office, legislative staffers on behalf of both the Assembly and Senate, Office of Inspector General, Deputy Attorney General, the State Controller's Office, Department of General Services, contractors, and grantees statewide. Oversees high-level, complex, and sensitive fiscal projections and deliverables. Ensures all hiring, invoice payment, and procurement orders are completed in alignment with state and departmental policies and procedures. Makes recommendations on administrative and program related improvements. Manages legislative reporting requirements for clarity and data accuracy, making modifications as necessary.
35%	Manages the utilization and modification of case management systems. Analyzes data to identify gaps, trends, and outlying indicators that may influence future policy or budget decisions. Ensures reports utilizing data are accurate and presented clearly. Reviews and revises data and responses for legislative staff, interest groups, and control agencies. Recommends new or revised departmental policies, procedures, and contract requirements to improve the delivery of programs and services. Reviews and revises divisional policies and procedures to improve data reporting systems and data quality measurements. Prepares oral and written briefs with policy recommendations and improvements for rehabilitative data collection, reporting, and program outcomes. Oversees the development of monitoring tools, dashboards, reports, and processes. Collaborates with various program areas and divisional leadership to support ongoing performance oversight. Acts as a liaison with external evaluators and CDCR's Office of Research for DRP program evaluations and data accountability tools. Represents DRP in task forces and organizational change meetings. Implements process improvements for data gathering and reporting. Manages and reviews the submission of communication and outreach materials, including, but not limited to annual reports, program reference guides, fact sheets, quarterly bulletins/newsletters, and rehabilitative outreach efforts for accuracy and completeness. Monitors and provides direction for DRP intranet and internet site updates. Coordinates and tracks progress of regulation change packages. Collaborates with stakeholders on Milestone Completion Credits and Education Merit Credits policies and data reporting. Reviews and provides recommendations on internal rehabilitative media content creation and publishing.
25%	Provides guidance, support, and mentorship to supervisors and managers, fostering growth and development to help navigate challenges, achieve goals, and develop essential skills. 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 staff. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer. Develops subordinate managers for accountability of employee performance, setting clear goals and expectations. Tracks progress against departmental and unit goals, provides feedback, completes probationary reports or other employee performance appraisals, and addresses performance issues promptly. Creates staff work plans, monitors and evaluates progress, and ensures key milestones are met and on schedule. Evaluates the performance of staff and pursues necessary corrective or adverse action.

5%	Performs administrative duties including, but not limited to adhering to departmental policies, rules and procedures. Submits administrative requests, including leave, travel, and training in a timely and appropriate manner. Accurately reports and submits timesheets by the due date. Participates in DRP/CDCR trainings and meetings. Receives approval and coordinates occasional business-related travel. Provides back-up coverage when DRP supervisors/managers are out of the office and to cover for vacancies. Performs other related duties, as required. May act for the Deputy Director in their absence. May testify before the Legislature.	
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. • Provides excellent customer service to both internal and external customers. Interacts in a professional manner with integrity and respect. Delivers effective communication and collaboration.		
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.		
CONSEQUENCE OF ERROR		
• Consequences may result in programming delays and misuse of departmental resources. Such delays can result in decreased Milestone Completion Credits, Educational Merit Credits, or other Achievement Credits that will delay the release/parole of our incarcerated population.		
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