

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-261-9645-xxx	
DIVISION / UNIT Administration A Facility		CLASSIFICATION TITLE Correctional Administrator, DOC	
		WORKING TITLE Correctional Administrator – A Facility	
		TIME BASE / TENURE FT	CBID M06
LOCATION Represa, CA 95671		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 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/GENERAL STATEMENT			
Under the general direction of the Chief Deputy Warden, the Correctional Administrator (Associate Warden) is a sworn peace officer, either in a state adult correctional institution. The Associate Warden is responsible for planning, organizing and directing the management of A Facility, including Administrative Segregation Units (ASU), Short-term Restricted Housing Unit (STRH), Psychiatric Service Units (PSU), Enhanced Outpatient Program (EOP) and General Population.			
% 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.		
40%	ESSENTIAL DUTIES AND RESPONSIBILITY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING. Other duties may be assigned. Directs, plans, and organizes the work of custodial and non-custodial staff, and incarcerated individuals engaged in the maintenance and operation of the following activities: Institution Classification Committee Chairman or Committee Member and review of completed Classification Committee chronos relative to A Facility, PSU, STRH and ASU. Audit ASU Placement Notice processes and related due processes. Conduct Vitek Hearings as required for Department of Mental Health referrals. Trains and evaluates the work of staff engaged in these activities, and when appropriate, takes or recommends action with respect to their work performance of subordinate custody and non-custody staff in A Facility, PSU, STRH and ASU.		
25%	Process incarcerated person Grievances, Staff Complaints and audit Rules Violations Report actions as Chief Disciplinary Officer. Review Incident Reports and Use of Force incidents. Review, audit and critique all incident reports for A Facility, ASU, STRH and PSU. Complete Use of Force Reviews and attend Institutional Executive Review Committee meetings.		

15%	Directly supervise two Facility Captains and one Office Technician. Resolve difficult administrative problems in planning and directing work of the aforementioned staff. Complete/review personnel performance evaluations and adverse action reports. Attend/perform staff meetings and In-Service Training. Audit sick leave usage, overtime, and general expenditures for personnel assigned to A Facility, ASU, STRH and PSU.
10%	Evaluate/audit Institutional Security plan - correct any deficiencies. Prepare/evaluate proposals for staff and construction projects for mission changes and other physical plant modification requirements. Evaluate equipment needs and prepare equipment requests. Process staff and incarcerated people correspondence. Evaluate/audit Institutional Security plan - correct any deficiencies. Serves as Administrative Officer of the Day (AOD) in the absence of the Warden on a rotating basis and makes decisions impacting custody, programs, and business services functions. Monitor compliance with Americans with Disabilities Act/Disability Placement Program policies and procedures regarding placement, programs and appeals of inmates with disabilities. Serves as a member of the institution's executive staff and attends manage meetings. This position may act as the Chief Deputy Warden or Warden in their absence.
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 incarcerated people 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, 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

- 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 time line 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
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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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NON-ESSENTIAL DUTIES AND RESPONSIBILITY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING. Other duties may be assigned:
None

SUPERVISORY RESPONSIBILITIES: Directly supervises two Facility Captains and one Office Technician. Direct approximately 2-300 personnel within A Facility, ASU and PSU programs.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Two years of broad administrative or supervisory experience in correctional administration for adults, with responsibility for managing a correctional administration for adults, with responsibility for managing a correctional facility or a major program such as custody and casework in a capacity comparable to Facility Captain, Correctional Institution, or business services in a capacity comparable to Correctional Business Manager II, Department of Corrections; and Education: Equivalent to college graduation from college. (Additional qualifying experience may be substituted for two years of the required education on the basis of one year of experience for one year of education.

LANGUAGE SKILLS: Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond effectively to the most sensitive inquiries and complaints. Ability to write procedures that conform to prescribed style and format. Communicate effectively both verbally and in writing so instructions can be clearly understood and carried out in emergency situations.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Use and apply effectively the required technical knowledge; analyze data and situations accurately and take effective action; plan, organize, direct, evaluate, and coordinate the Business Services Division; and apply effective principles of budget preparation and control, personnel management, business management, public administration, and correctional administration.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER SKILLS AND ABILITIES: Ability to establish and maintain cooperative working relationships with officials and staff members, public agencies, and interested community and professional groups; to supervise, train, and motivate staff to achieve maximum effectiveness; to assess the training needs of employees; to develop staff; to understand and fulfill supervisory responsibilities under the Ralph C. Dills Act; to effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS: Demonstrated leadership and program planning ability; emotional maturity and stability; sympathetic and objective understanding of persons in custody; satisfactory record as a law-abiding citizen; tact, good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work day, evening, or night shifts, weekends, and holidays, and to report for duty at any time emergencies arise.

SPECIAL PHYSICAL CHARACTERISTICS: Sound mental and emotional condition; freedom from any physical or mental condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator.

OTHER QUALIFICATIONS/REQUIREMENTS:

Background Investigation: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this class.

Government Code 1029 provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.

Government Code 1029.1 requires that a thorough background investigation be completed prior to appointment date. Persons unsuccessful in the investigation cannot be appointed as a peace officer.

Government Code 1031 provides that a candidate for a peace officer position be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record.

Government Code 1031 (f) provides that any physical and psychological suitability examinations administered by completed prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer.

Any person prohibited by State or Federal law from possessing, using or having his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete form, be appointed to, or continue employment in this classification.

Citizenship Requirement: Pursuant to Government Code 1031 (a), in order to be appointed to a peace officer, position a person must be either a United States citizen or be a permanent resident alien who is eligible for an has applied for United States citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Drug Testing Requirement: Applicants for positions in this class are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designed “Sensitive” class for which drug testing is required under State Personnel board Rule 213).

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spend in physical activities:

Constantly: Involves 2/3 or more of workday.
Frequently: Involves 1/3 to 2/3 of workday.
Occasionally: Involves 1/3 or less of workday.
N/A: Activity or condition is not applicable.

Standing: Occasionally - stands while speaking with other staff, observing inmate and staff activities, and performing inspections.

Walking: Frequently - walks to other offices to attend meetings; or to the various facilities to perform inspections, speak with staff, attend ICC and IDTT, supervise pre-planned uses of force, meet with IAC/MAC, tour construction sites, and during AOD duties.

Sitting: Frequently - sits at meetings and while performing paperwork. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally - lifts paperwork and files weighing from up to five pounds. He/she will occasionally lift binders of information.

Carrying: Occasionally - carries paperwork and files for short distances.

Bending/Stooping: Occasionally - bends or stoops when accessing forms under a counter or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the calculator, to perform paperwork duties, or file documents.

Reaching in Front of Body: Occasionally - reaches forward to access a computer terminal, a 10 key or telephone. He/she will reach when operating a photocopier and pulling files.

Reaching Overhead: Occasionally - may reach overhead to a five-shelf vertical file.

Climbing: Occasionally - climbs steps throughout the institution during inspections, AOD duty and regular work responsibilities.

Balancing: N/A

Pushing/Pulling: Occasionally may push and pull on desk drawers, binders, and individual files.

Kneeling/Crouching: Occasionally - may choose to kneel when accessing information from a bottom drawer or shelf.

Crawling: N/A

Fine Finger Dexterity: Frequently - utilizes fine-finger dexterity when sorting through paper, inputting information to the computer, or operating a 10 key.

Hand/Wrist Movement: Frequently - utilizes hands and wrists when sorting papers, looking through files, answering telephones, photocopying, entering and retrieving data from the computer, or making handwritten notes.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally - drives to meetings and seminars off-site.

Hearing/Speech: Necessary for conferring with personnel in charge of the varied business services and custody activities.

Sight: Necessary to be able to respond to any part of the institution to assume responsibility for observing and directing the response of staff to emergency situations and crises that could involve combative situations requiring the use of lethal force.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Correctional Administrator normally works in a temperature controlled office space with linoleum flooring. While performing inspections and tours of facilities, he/she may frequently be exposed to fumes, outdoor weather conditions, temperature extremes, and moving mechanical parts. In addition, while walking throughout the institution, the employee will be walking on paved and unpaved uneven terrain.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Personal computer, photocopier, calculator, telephone, fax machine, cellular telephone and pager. This position must be familiar with vehicles, weapons, and chemical agents used in the institution.

COMMENTS: Work hours can vary as a Work Week Group E employee, but usually are from 0800-1700, Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board Specification for this classification and by observing the duties as they are currently performed.

GENERAL POST ORDER ADDENDUM

Reasonable Modification/Accommodation: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities of the Department. The Armstrong Remedial Plan (ARP) provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest
2. Undue Burden and Fundamental Alteration
3. Direct Threat
4. Equally Effective Means

These defenses are derived from the Americans with Disabilities Act (ADA) and from the 1987 United State Supreme Court decision in *Turner v. Safley*. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law federal court order.

Equally Effective Communication: The ARP and the ADA require public agencies to ensure equally effective communication with incarcerated people, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated people who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Incarcerated people with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that Division of Adult Institutions staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings, etc.; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the inmate understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the inmate to explain what was communicated in his or her own words.

Tracking: The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking inmates with disabilities based upon the CDC Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the *Armstrong Clark* Tracking System (ACTS) and requires all institutions to use this system for tracking all inmates with Developmental Disability Placement (DDP) and DDP codes. The ACTS was designed to work in conjunction with the CDC 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. The C&PRs and RC CC-III are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

Incarcerated People with Housing Restrictions: The ARP requires doctors to generate chronos with physical limitations for incarcerated people verified with certain CDC 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure incarcerated people are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for incarcerated people housing. If the incarcerated person has a DDP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the incarcerated person expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where incarcerated people are not housed consistent with documented housing restrictions.

Prescribed Health Care Appliances: The ARP IV.F.3. provides that inmates shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an inmate misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.

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DIVISION / UNIT Administration B Facility		CLASSIFICATION TITLE Correctional Administrator, DOC			
		WORKING TITLE Associate Warden – B Facility			
		TIME BASE / TENURE FT	CBID M06	WWG E	COI Yes ☒ No ☐
LOCATION Represa, CA 95671		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/GENERAL STATEMENT					
Under the general direction of the Chief Deputy Warden, the Correctional Administrator (Associate Warden) is responsible for planning, organizing and directing the management of B Facility.					
% 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.				
	ESSENTIAL DUTIES AND RESPONSIBILITY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING. Other duties may be assigned.				
40%	Directs, plans, and organizes the work of custodial and non-custodial staff, and incarcerated people engaged in the maintenance and operation of the following activities: Institution Classification Committee Chairman or Committee Member and review of completed Classification Committee chronos relative to A Facility, RHU. Audits RHU Placement Notice processes and related due processes. Conduct Vitek Hearings as required for Department of Mental Health referrals. Trains and evaluates the work of staff engaged in these activities, and when appropriate, takes or recommends action with respect to their work performance of subordinate custody and non-custody staff in B Facility.				
15%	Process incarcerated person Grievances, Staff Complaints and audit Rules Violations Report actions as Chief Disciplinary Officer. Process staff and incarcerated person correspondence. Review Incident Reports and Use of Force incidents. Complete Use of Force Reviews, attend Institutional Executive Review Committee meetings.				

15%	Directly supervise one Facility Captain and one Office Technician. Resolve difficult administrative problems in planning and directing work of the aforementioned staff. Complete/review personnel performance evaluations and adverse action reports. Attend/perform staff meetings and In-Service Training. Audit sick leave usage, overtime, and general expenditures for personnel assigned to B Facility Monitor compliance with Americans with Disabilities Act/Disability Placement Program policies and procedures regarding placement, programs and appeals of inmates with disabilities. Serves as a member of the institution's executive staff and attends management meetings. This position may act as the Chief Deputy Warden or Warden in their absence.
10%	Act as the PREA Compliance Manager for the Institution to include receiving notification for all allegations of PREA incidents, provide required reports to HQ, conduct necessary follow-up for Reception Center incarcerated persons within 30 days of arrival, ensure Protection Against Retaliation processes are assigned and documented, act as a member of the PREA Institutional Review Committee, lead preparation for PREA audits, and attend meetings and training related to PREA policies. Facilitate incarcerated people's requests for Gender identification, search preference, and other matters related to SB 132, transgender equity.
10%	Serves as Administrative Officer-of-the-Day (AOD) in the absence of the Warden on a rotating basis and makes decisions affecting custody, programs, and business services functions. As a member of the institutional management team, responds to emergencies or other forms of disruptions initiated by or involving incarcerated people. Attends a minimum of 40 hours of In-Services Training (IST) annually. .
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, 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

- 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 time line 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
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NON-ESSENTIAL DUTIES AND RESPONSIBILITY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING. Other duties may be assigned:
 None

SUPERVISORY RESPONSIBILITIES: Directly supervises a Facility Captain, one Correctional Captain, and one Office Technician

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Either I: Two years of experience in the California Department of Corrections performing duties in a class comparable in level of responsibility to Facility Captain, Correctional Institution; Correctional Captain; Correctional Business Manager II, Department of Corrections; or Correctional Business Manager I, Department of Corrections. (Equivalent to college graduation may be substituted for one year of the required experience.) Or: Three years of experience in the California Department of Corrections performing duties in a class comparable in level of responsibility to Staff Services Manager II; Business Manager II; Correctional Counselor III; or Parole Agent III, Adult Parole. (Equivalent to college graduation may be substituted for one year of the required experience.) Or II: Experience: Two years of broad administrative or supervisory experience in correctional administration for adults, with responsibility for managing a correctional facility or a major program such as custody and casework in a capacity comparable to Facility Captain, Correctional Institution, or business services in a capacity comparable to Correctional Business Manager II, Department of Corrections. and: Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for two years of the required education on the basis of one year of experience for one year of education.)

LANGUAGE SKILLS: Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond effectively to the most sensitive inquiries and complaints. Ability to write procedures that conform to prescribed style and format. Communicate effectively both verbally and in writing so instructions can be clearly understood and carried out in emergency situations.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Use and apply effectively the required technical knowledge; analyze data and situations accurately and take effective action; plan, organize, direct, evaluate, and coordinate the Operations Division; and apply effective principles of budget preparation and control, personnel management, business management, public administration, and correctional administration.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER SKILLS AND ABILITIES: Ability to establish and maintain cooperative working relationships with officials and staff members, public agencies, and interested community and professional groups; to supervise, train, and motivate staff to achieve maximum effectiveness; to assess the training needs of employees; to develop staff; to understand and fulfill supervisory responsibilities under the Ralph C. Dills Act; to effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS: Demonstrated leadership and program planning ability; emotional maturity and stability; sympathetic and objective understanding of persons in custody; satisfactory record as a law-abiding citizen; tact, good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work day, evening, or night shifts, weekends, and holidays, and to report for duty at any time emergencies arise.

SPECIAL PHYSICAL CHARACTERISTICS: Sound mental and emotional condition; freedom from any physical or mental condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator. In emergency situations, the Correctional Administrator may be required to disarm, subdue, and apply restraints to an inmate; run to the scene of a disturbance or emergency; run up or down stairs; defend staff against an inmate armed with a weapon; prevent escapes and injury by inmates to themselves, employees, and to property; and fire weapons in combat/emergency situations.

OTHER QUALIFICATIONS/REQUIREMENTS:

Background Investigation: Successful passing of a thorough background investigation.

Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to positions in this class.

Weapons Prohibition: No prohibition from State or Federal law from possessing, using or having in his/her custody or control any firearm device, or other weapon or device authorized for use by the California Department of Corrections.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this class.

Citizenship Requirement: United States citizen or a permanent resident alien who is eligible and has applied for United States citizenship.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spend in physical activities:

Constantly: Involves 2/3 or more of workday.

Frequently: Involves 1/3 to 2/3 of workday.

Occasionally: Involves 1/3 or less of workday.

N/A: Activity or condition is not applicable.

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Walking: Frequently - walks to other offices to attend meetings; or to the various facilities to perform inspections, speak with staff, attend ICC and IDTT, supervise pre-planned uses of force, meet with IAC/MAC, tour construction sites, and during AOD duties.

Sitting: Frequently - sits at meetings and while performing paperwork. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally - lifts paperwork and files weighing from up to five pounds. He/she will occasionally lift binders of information.

Carrying: Occasionally - carries paperwork and files for short distances.

Bending/Stooping: Occasionally - bends or stoops when accessing forms under a counter or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the calculator, to perform paperwork duties, or file documents.

Reaching in Front of Body: Occasionally - reaches forward to access a computer terminal, a 10 key or telephone. He/she will reach when operating a photocopier and pulling files.

Reaching Overhead: Occasionally - may reach overhead to a five-shelf vertical file.

Climbing: Occasionally - climbs steps throughout the institution during inspections, AOD duty and regular work responsibilities.

Balancing: N/A

Pushing/Pulling: Occasionally - may push and pull on desk drawers, binders, and individual files.

Kneeling/Crouching: Occasionally - may choose to kneel when accessing information from a bottom drawer or shelf.

Crawling: N/A

Fine Finger Dexterity: Frequently - utilizes fine-finger dexterity when sorting through paper, inputting information to the computer, or operating a 10 key.

Hand/Wrist Movement: Frequently - utilizes hands and wrists when sorting papers, looking through files, answering telephones, photocopying, entering and retrieving data from the computer, or making handwritten notes.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally - drives to meetings and seminars off-site.

Hearing/Speech: Necessary for conferring with personnel in charge of the varied custody activities.

Sight: Necessary to be able to respond to any part of the institution to assume responsibility for observing and directing the response of staff to emergency situations and crises that could involve combative situations requiring the use of lethal force.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Correctional Administrator normally works in a temperature controlled office space with linoleum flooring. While performing inspections and tours of facilities, he/she may frequently be exposed to fumes, outdoor weather conditions, temperature extremes, and moving mechanical parts. In addition, while walking throughout the institution, the employee will be walking on paved and unpaved uneven terrain.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Personal computer, photocopier, calculator, telephone, fax machine, cellular telephone and pager. This position must be familiar with vehicles, weapons, and chemical agents used in the institution.

COMMENTS: Work hours can vary as a 4C employee, but usually are from 0800-1700, Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board Specification for this classification and by observing the duties as they are currently performed.

GENERAL POST ORDER ADDENDUM

Reasonable Modification/Accommodation: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities of the Department. The Armstrong Remedial Plan (ARP) provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest
2. Undue Burden and Fundamental Alteration
3. Direct Threat
4. Equally Effective Means

These defenses are derived from the Americans with Disabilities Act (ADA) and from the 1987 United State Supreme Court decision in *Turner v. Safley*. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law federal court order.

Equally Effective Communication: The ARP and the ADA require public agencies to ensure equally effective communication with incarcerated people, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated people who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Incarcerated people with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that Division of Adult Institutions staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings, etc.; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the inmate understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the inmate to explain what was communicated in his or her own words.

Tracking: The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking incarcerated people with disabilities based upon the CDC Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the *Armstrong Clark* Tracking System (ACTS) and requires all institutions to use this system for tracking all incarcerated people with Developmental Disability Placement (DDP) and DDP codes. The ACTS was designed to work in conjunction with the CDC 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. The C&PRs and RC CC-IIIs are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

Incarcerated People with Housing Restrictions: The ARP requires doctors to generate chronos with physical limitations for incarcerated people verified with certain CDC 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure incarcerated people are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for incarcerated people housing. If the incarcerated person has a DDP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the incarcerated person expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where incarcerated people are not housed consistent with documented housing restrictions.

Prescribed Health Care Appliances: The ARP IV.F.3. provides that inmates shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an inmate misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-261-9645-xxx			
DIVISION / UNIT Administration C Facility		CLASSIFICATION TITLE Correctional Administrator, DOC			
		WORKING TITLE Associate Warden – C Facility			
		TIME BASE / TENURE FT	CBID M06	WWG E	COI Yes ☒ No ☐
LOCATION Represa, CA 95671		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/GENERAL STATEMENT					
Under the direction of the Chief Deputy Warden, the Correctional Administrator (Associate Warden) is responsible for the management of C Facility, Education, and Records.					
% 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.				
	ESSENTIAL DUTIES AND RESPONSIBILITY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING. Other duties may be assigned.				
40%	Directs, plans, and organizes the work of custodial and non-custodial staff, and incarcerated people engaged in the maintenance and operation of the following activities: Institution Classification Committee Chairman or Committee Member and review of completed Classification Committee chronos relative to A Facility, PSU, STRH and ASU. Audit ASU Placement Notice processes and related due processes. Conduct Vitek Hearings as required for Department of Mental Health referrals. Trains and evaluates the work of staff engaged in these activities, and when appropriate, takes or recommends action with respect to their work performance of subordinate custody and non-custody staff in C Facility, Case Records and Education.				
15%	Process incarcerated people's grievances and acts as Chief Disciplinary Officer and conducts audits of Rules Violation Report actions. Process staff and incarcerated people's correspondence. Acts as the In-Cell Violence Coordinator; Reviewing In-Cell Violence occurrences that resulted in Serious Bodily Injuries. Act as the Threat Assessment Review Team Coordinator for all threats, staff injury resulting in Serious/Great Bodily injury.				

15%	Directly supervise C-Facility Captain, Classification & Parole Representative -Correctional Counselor III, and an Office Technician. Resolve difficult administrative problems in planning and directing work of the aforementioned staff. Complete/review personnel performance evaluations and adverse action reports. Attend/perform staff meetings and In-Service Training. Audit sick leave usage, overtime, and general expenditures for personnel assigned to C Facility, Case Records and Education.
10%	Act as EEO Coordinator for the institution. Receives and assigned EEO Counselor intake summary reviews. Review complaints to determine if EEO prima facie criteria exists. Prepare acknowledgement, admonishment, Office of Civil Rights (OCR) referrals, and closure documentation. Maintain all EEO files. Advise managers/supervisors of appropriate action to be taken during complaint process. Act as EEO liaison with OCR and Legal Affairs Division on EEO issues. Prepare quarterly audit documentation for OCR and monthly reports to Warden and Health Care Manager on the status of open EEO cases. Maintains Employee Reports of Inmate Sexual Misconduct.
10%	Evaluate/audit Institutional Security plan - correct any deficiencies. Prepare/evaluate proposals for staff and construction projects for mission changes and other physical plant modification requirements. Evaluate equipment needs and prepare equipment requests. Process staff and incarcerated people's correspondence. Evaluate/audit Institutional Security plan - correct any deficiencies. Serves as Administrative Officer of the Day (AOD) in the absence of the Warden on a rotating basis and makes decisions affecting custody, programs, and business services functions. Monitor compliance with Americans with Disabilities Act/Disability Placement Program policies and procedures regarding placement, programs and appeals of incarcerated people with disabilities. Serves as a member of the institution's executive staff and attends manage meetings. This position may act as the Chief Deputy Warden or Warden in their absence.
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, 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

- 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 time line 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

NON-ESSENTIAL DUTIES AND RESPONSIBILITY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING. Other duties may be assigned:
 None

SUPERVISORY RESPONSIBILITIES: Directly supervises the Correctional Captain in C Facility, a Supervisor of Correctional Educational Programs, a Correctional Counselor III and an Office Technician.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: **EITHER I:** Two years of experience in the California Department of Corrections performing duties in a class comparable in level of responsibility to Facility Captain, Correctional Institution; Correctional Captain; Correctional Business Manager II, Department of Corrections; or Correctional Business Manager I, Department of Corrections. (Equivalent to college graduation may be substituted for one year of the required experience.) **OR:** Three years of experience in the California Department of Corrections performing duties in a class comparable in level of responsibility to Staff Services Manager II; Business Manager II; Correctional Counselor III; or Parole Agent III, Adult Parole. (Equivalent to college graduation may be substituted for one year of the required experience.) **OR II: Experience:** Two years of broad administrative or supervisory experience in correctional administration for adults, with responsibility for managing a correctional facility or a major program such as custody and casework in a capacity comparable to Facility Captain, Correctional Institution, or business services in a capacity comparable to Correctional Business Manager II, Department of Corrections. **And: Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for two years of the required education on the basis of one year of experience for one year of education.)

LANGUAGE SKILLS: Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond effectively to the most sensitive inquiries and complaints. Ability to write procedures that conform to prescribed style and format. Communicate effectively both verbally and in writing so instructions can be clearly understood and carried out in emergency situations.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Use and apply effectively the required technical knowledge; analyze data and situations accurately and take effective action; plan, organize, direct, evaluate, and coordinate the Programs Division; and apply effective principles of budget preparation and control, personnel management, business management, public administration, and correctional administration.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER SKILLS AND ABILITIES: Ability to establish and maintain cooperative working relationships with officials and staff members, public agencies, and interested community and professional groups; to supervise, train, and motivate staff to achieve maximum effectiveness; to assess the training needs of employees; to develop staff; to understand and fulfill supervisory responsibilities under the Ralph C. Dills Act; to effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS: Demonstrated leadership and program planning ability; emotional maturity and stability; sympathetic and objective understanding of persons in custody; satisfactory record as a law-abiding citizen; tact, good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work day, evening, or night shifts, weekends, and holidays, and to report for duty at any time emergencies arise.

SPECIAL PHYSICAL CHARACTERISTICS: Sound mental and emotional condition; freedom from any physical or mental condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator. In emergency situations, the Correctional Administrator may be required to disarm, subdue, and apply restraints to an inmate; run to the scene of a disturbance or emergency; run up or down stairs; defend staff against an inmate armed with a weapon; prevent escapes and injury by inmates to themselves, employees, and to property; and fire weapons in combat/emergency situations.

OTHER QUALIFICATIONS/REQUIREMENTS:

Background Investigation: Successful passing of a thorough background investigation.

Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to positions in this class.

Weapons Prohibition: No prohibition from State or Federal law from possessing, using or having in his/her custody or control any firearm device, or other weapon or device authorized for use by the California Department of Corrections.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this class.

Citizenship Requirement: United States citizen or a permanent resident alien who is eligible and has applied for United States citizenship.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spend in physical activities:

Constantly: Involves 2/3 or more of workday.
Frequently: Involves 1/3 to 2/3 of workday.
Occasionally: Involves 1/3 or less of workday.
N/A: Activity or condition is not applicable.

Standing: Frequently - stands while speaking with other staff, observing inmate and staff activities, and performing inspections.

Walking: Frequently - walks to other offices to attend meetings; or to the various facilities to perform inspections. Speak with staff, attend ICC and IDTT, supervise pre-planned uses of force, meet with IAC/MAC, tour construction sites, and during AOD duties.

Sitting: Frequently - sits at meetings and while performing paperwork. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally - lifts paperwork and files weighing from up to five pounds. He/she will occasionally lift binders of information.

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Bending/Stooping: Occasionally - bends or stoops when accessing forms under a counter or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the calculator, to perform paperwork duties, or file documents.

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Reaching Overhead: Occasionally - may reach overhead to a five-shelf vertical file.

Climbing: Occasionally - climbs steps throughout the institution during inspections, AOD duty and regular work responsibilities.

Balancing: N/A

Pushing/Pulling: Occasionally may push and pull on desk drawers, binders, and individual files.

Kneeling/Crouching: Occasionally - may choose to kneel when accessing information from a bottom drawer or shelf.

Crawling: N/A

Fine Finger Dexterity: Frequently - utilizes fine-finger dexterity when sorting through paper, inputting information to the computer, or operating a 10 key.

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MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Personal computer, photocopier, calculator, telephone, fax machine, cellular telephone and pager. This position must be familiar with vehicles, weapons, and chemical agents used in the institution.

COMMENTS: Work hours can vary as a Work Group E employee, but usually are from 0800-1700, Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board Specification for this classification and by observing the duties as they are currently performed.

GENERAL POST ORDER ADDENDUM

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1. Legitimate Penological Interest
2. Undue Burden and Fundamental Alteration
3. Direct Threat
4. Equally Effective Means

These defenses are derived from the Americans with Disabilities Act (ADA) and from the 1987 United State Supreme Court decision in *Turner v. Safley*. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law federal court order.

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Prescribed Health Care Appliances: The ARP IV.F.3. provides that incarcerated people shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an inmate misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-261-9645-xxx		
DIVISION / UNIT Administration Americans with Disabilities Act (ADA)		CLASSIFICATION TITLE Correctional Administrator, DOC		
		WORKING TITLE Associate Warden – ADA Coordinator		
		TIME BASE / TENURE FT	CBID M06	WWG E
LOCATION Represa, CA 95671		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/GENERAL STATEMENT				
The Institution Americans with Disabilities Act Coordinator (ADAC) shall implement Federal and State laws and Departmental policies and procedures involving the ADA. The Institution ADAC shall be an Associate Warden level or higher, is supervised by the Chief Deputy Warden, and is assigned to work exclusively on ADA duties. The Institution ADAC shall work closely with the Chief Deputy Warden, the Class Action Management Unit (CAMU) Correctional Counselor II (CC-II) assigned at the prison, the CAMU Captain and CC-II at the CDCR Headquarters, and the Office of Legal Affairs (OLA) staff counsel to establish and maintain the CDCR Disability Placement Program (DPP) and Development Disability Program (DDP) policies at the Institution. The Institution ADA Coordinator shall assume a leadership role in achieving and maintaining substantial compliance with the Armstrong Remedial Plan (ARP), Armstrong Board of Parole Hearings (BPH) Parole Proceedings Remedial Plan (ARP II) and the Clark Remedial Plan (CRP). The Institution ADAC shall uphold effective ADA standards and ongoing compliance with Federal and State laws and Departmental regulations, policies and procedures to include the following Under the general direction of the Chief Deputy Warden, the Correctional Administrator (Associate Warden) is responsible for the management of ADA incarcerated individuals to include both Clark and Armstrong class members.				
% 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.			
	ESSENTIAL DUTIES AND RESPONSIBILITY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING. Other duties may be assigned. - Coordinate and monitor the institution's overall compliance with the Clark Remedial Plan. - Establish a system to ensure communication between custody, clinical, and education staff regarding the need of DDP incarcerated population in the institution.			

	- Act as a liaison between the institution and Headquarters staff, i.e., CAMU, Office of Audits and Court Compliance, OLA, CCHCS, and other agencies as needed. - Assume a leadership role in preparing the institution for Clark monitoring tours by the Prison Law Office; ensuring all pertinent staff are present for the tours. - Assume leadership role in preparing the institution for departmental compliance reviews. - Ensure all staff receive training and follow-up training on the provisions of the Clark Remedial Plan. - Monitor the institution's tracking system and ensure appropriate custody staff are aware of incarcerated people's needs under the Clark Remedial Plan. - Review periodically the institution's ADA appeals and identify ADA issues raised and evaluate the institution's performance. - Review acts of serious misconduct involving incarcerated population in the DDP. This review should involve discussion of any CDCR Form 128-A or CDCR Form 115 received by DDP incarcerated people.
25%	Serves as the liaison to CAMU on ADA cases in litigation which includes <i>Armstrong v. Brown</i> and <i>Clark v. California</i> . Coordinate and monitor the institution's overall compliance with the ARP, ARP II and CRP. Work closely with both CAMU CC-IIs and the supervising correctional counselors who are assigned to achieve compliance goals. Shall ensure that the housing and programming of incarcerated individuals with disabilities are reasonable and appropriate and comply with the DPP and the DDP. Provide ADA expertise and guidance to the institution staff for the implementation of departmental ADA policies. Work with institution staff in the implementation of ADA policy affecting all institution operations and processes such as the incarcerated population appeals, custody and classification, disciplinary process, access to programs, services and activities, e.g., library services, health care delivery, appropriate housing, work and program assignments, receiving and release, physical plant, etc.
20%	Conduct internal audits of ADA compliance and prepare corrective action plans. Conduct incarcerated person interviews to identify ADA issues/needs. Conduct reviews of local institution operations, procedures, manuals and accessibility issues to ensure ADA compliance.
20%	Conduct routine monitoring of the incarcerated people appeals process to identify problems associated with timeliness, screening decisions, appropriate responses, etc. Work closely with the appeals coordinator to ensure that interim accommodations are addressed when appropriate.
10%	Work with Healthcare AW and health care staff in ensuring incarcerated people with disabilities are properly screened (DDP), evaluated and verified (DPP) and that associated verification forms are completed timely and accurately. Work with C&PR CCIII & Assistance C&PR CCII to ensure ADA mandates are met specific to the tracking of disabled incarcerated individuals, the Transition to Parole Process and BPH Parole Proceedings.
10%	Ensure accurate and timely document production for monitoring tours. Participate in monitoring tours, ensure all pertinent staff are present for monitoring tours and coordinate corrective action measures. Review monthly all CDC Forms 115 of inmates in the DDP.
5%	Ensure staff receives training and follow up training on the provisions of ARP and CRP. Perform other duties as assigned/required to ensure the institution's compliance with Federal and State laws and Departmental policies and procedures involving ADA. Attend In Service Training to maintain training requirements. 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.
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, 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	
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 time line 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

NON-ESSENTIAL DUTIES AND RESPONSIBILITY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING. Other duties may be assigned:
 None

SUPERVISORY RESPONSIBILITIES: Indirectly supervise the CAMU Field CCII, the Healthcare CCII, and direct supervision of the healthcare Office Technician.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: **EITHER I:** Two years of experience in the California Department of Corrections performing duties in a class comparable in level of responsibility to Facility Captain, Correctional Institution; Correctional Captain; Correctional Business Manager II, Department of Corrections; or Correctional Business Manager I, Department of Corrections. (Equivalent to college graduation may be substituted for one year of the required experience.) **OR:** Three years of experience in the California Department of Corrections performing duties in a class comparable in level of responsibility to Staff Services Manager II; Business Manager II; Correctional Counselor III; or Parole Agent III, Adult Parole. (Equivalent to college graduation may be substituted for one year of the required experience.) **OR II: Experience:** Two years of broad administrative or supervisory experience in correctional administration for adults, with responsibility for managing a correctional facility or a major program such as custody and casework in a capacity comparable to Facility Captain, Correctional Institution, or business services in a capacity comparable to Correctional Business Manager II, Department of Corrections. **And: Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for two years of the required education on the basis of one year of experience for one year of education.)

LANGUAGE SKILLS: Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond effectively to the most sensitive inquiries and complaints. Ability to write procedures that conform to prescribed style and format.

Communicate effectively both verbally and in writing so instructions can be clearly understood and carried out in emergency situations.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Use and apply effectively the required technical knowledge; analyze data and situations accurately and take effective action; plan, organize, direct, evaluate, and coordinate the Programs Division; and apply effective principles of budget preparation and control, personnel management, business management, public administration, and correctional administration.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER SKILLS AND ABILITIES: Ability to establish and maintain cooperative working relationships with officials and staff members, public agencies, and interested community and professional groups; to supervise, train, and motivate staff to achieve maximum effectiveness; to assess the training needs of employees; to develop staff; to understand and fulfill supervisory responsibilities under the Ralph C. Dills Act; to effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS: Demonstrated leadership and program planning ability; emotional maturity and stability; sympathetic and objective understanding of persons in custody; satisfactory record as a law-abiding citizen; tact, good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work day, evening, or night shifts, weekends, and holidays, and to report for duty at any time emergencies arise.

SPECIAL PHYSICAL CHARACTERISTICS: Sound mental and emotional condition; freedom from any physical or mental condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator. In emergency situations, the Correctional Administrator may be required to disarm, subdue, and apply restraints to an inmate; run to the scene of a disturbance or emergency; run up or down stairs; defend staff against an inmate armed with a weapon; prevent escapes and injury by inmates to themselves, employees, and to property; and fire weapons in combat/emergency situations.

OTHER QUALIFICATIONS/REQUIREMENTS:

Background Investigation: Successful passing of a thorough background investigation.

Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to positions in this class.

Weapons Prohibition: No prohibition from State or Federal law from possessing, using or having in his/her custody or control any firearm device, or other weapon or device authorized for use by the California Department of Corrections.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this class.

Citizenship Requirement: United States citizen or a permanent resident alien who is eligible and has applied for United States citizenship.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spend in physical activities:

Constantly: Involves 2/3 or more of workday.
Frequently: Involves 1/3 to 2/3 of workday.
Occasionally: Involves 1/3 or less of workday.
N/A: Activity or condition is not applicable.

Standing: Frequently - stands while speaking with other staff, observing inmate and staff activities, and performing inspections.

Walking: Frequently - walks to other offices to attend meetings; or to the various facilities to perform inspections. Speak with staff, attend ICC and IDTT, supervise pre-planned uses of force, meet with IAC/MAC, tour construction sites, and during AOD duties.

Sitting: Frequently - sits at meetings and while performing paperwork. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally - lifts paperwork and files weighing from up to five pounds. He/she will occasionally lift binders of information.

Carrying: Occasionally - carries paperwork and files for short distances.

Bending/Stooping: Occasionally - bends or stoops when accessing forms under a counter or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the calculator, to perform paperwork duties, or file documents.

Reaching in Front of Body: Occasionally - reaches forward to access a computer terminal, a 10 key or telephone. He/she will reach when operating a photocopier and pulling files.

Reaching Overhead: Occasionally - may reach overhead to a five-shelf vertical file.

Climbing: Occasionally - climbs steps throughout the institution during inspections, AOD duty and regular work responsibilities.

Balancing: N/A

Pushing/Pulling: Occasionally may push and pull on desk drawers, binders, and individual files.

Kneeling/Crouching: Occasionally - may choose to kneel when accessing information from a bottom drawer or shelf.

Crawling: N/A

Fine Finger Dexterity: Frequently - utilizes fine-finger dexterity when sorting through paper, inputting information to the computer, or operating a 10 key.

Hand/Wrist Movement: Frequently to Constantly - utilizes hands and wrists when sorting papers, looking through files, answering telephones, photocopying, entering and retrieving data from the computer, or making handwritten notes.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally - drives to meetings and seminars off-site.

Hearing/Speech: Necessary for conferring with personnel in charge of the varied program services and custody activities.

Sight: Necessary to be able to respond to any part of the institution to assume responsibility for observing and directing the response of staff to emergency situations and crises that could involve combative situations requiring the use of lethal force.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Correctional Administrator normally works in a temperature controlled office space with linoleum flooring. While performing inspections and tours of facilities, he/she may occasionally be exposed to fumes, outdoor weather conditions, temperature extremes, and moving mechanical parts. In addition, while walking throughout the institution, the employee will be walking on paved and unpaved uneven terrain.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Personal computer, photocopier, calculator, telephone, fax machine, cellular telephone and pager. This position must be familiar with vehicles, weapons, and chemical agents used in the institution.

COMMENTS: Work hours can vary as a Work Group E employee, but usually are from 0800-1700, Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board Specification for this classification and by observing the duties as they are currently performed.

GENERAL POST ORDER ADDENDUM

Reasonable Modification/Accommodation: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities of the Department. The Armstrong Remedial Plan (ARP) provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest
2. Undue Burden and Fundamental Alteration
3. Direct Threat
4. Equally Effective Means

These defenses are derived from the Americans with Disabilities Act (ADA) and from the 1987 United State Supreme Court decision in Turner v. Safley. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law federal court order.

Equally Effective Communication: The ARP and the ADA require public agencies to ensure equally effective communication with incarcerated people, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated people who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Incarcerated people with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that Division of Adult Institutions staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings, etc.; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the inmate understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the inmate to explain what was communicated in his or her own words.

Tracking: The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking incarcerated people with disabilities based upon the CDC Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the *Armstrong Clark* Tracking System (ACTS) and requires all institutions to use this system for tracking all inmates with Developmental Disability Placement (DDP) and DDP codes. The ACTS was designed to work in conjunction with the CDC 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. The C&PRs and RC CC-IIIs are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

Incarcerated People with Housing Restrictions: The ARP requires doctors to generate chronos with physical limitations for incarcerated people verified with certain CDC 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure incarcerated people are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for incarcerated people housing. If the incarcerated person has a DDP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the incarcerated person expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where incarcerated people are not housed consistent with documented housing restrictions.

Prescribed Health Care Appliances: The ARP IV.F.3. provides that incarcerated people shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an inmate misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-261-9645-xxx	
DIVISION / UNIT Administration Business Services/Central Services		CLASSIFICATION TITLE Correctional Administrator, DOC	
		WORKING TITLE Associate Warden – Business Services/Central Services	
		TIME BASE / TENURE FT	CBID M06
LOCATION Represa, CA 95671		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/GENERAL STATEMENT			
Under the general direction of the Chief Deputy Warden, the Correctional Administrator (Associate Warden) is a sworn peace officer in a state adult correctional institution, and is responsible for planning, organizing and directing the management of the Business Services and Central Services functions of the institution for the following areas: Personnel Assignments, Plant Operations, Food Services, Personnel, Information Technology Systems, Procurement, Warehouse, Canteen, Garage, Accounting/Trust, Budgeting, mailroom, visiting, locksmith, outer perimeter and first watch. This incumbent directly supervises one Correctional Captain, an Office Technician, and a Correctional Business Manager I. This position also manages the Minimum Support Facility (MSF).			
% 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.		
45%	ESSENTIAL DUTIES AND RESPONSIBILITY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING. Other duties may be assigned. Directs, plans, and organizes, the work of custodial and non-custodial staff, and inmates engaged in the maintenance and operation of the following activities: Maintenance of the institution's fiscal records, budget estimates, budgetary control system, and personnel records and payroll; incarcerated persons' trust record keeping; food preparation and service for approximately 7700 incarcerated people; directs the supply of the warehousing operation, procurement, maintenance operation; equipment repair and replacement; clothing issue and replacement and laundry operation; supervises, trains and evaluates the work of staff engaged in these activities, and when appropriate, takes or recommends action with respect to their work performance. Institutional automation program; fire and life safety programs; and hazardous materials programs. Resolves		

	difficult administrative problems in planning and directing work of the aforementioned staff. Serves as a member of the institution's executive staff, as assigned. Conducts staff meetings of institutional Business Services/Central Services personnel; participates in the recruitment, selection, and conducts specialized training for CDCR employees; encourages the development and maintenance of an adequate safety program affecting the work and housing of institutional employees and incarcerated people; participates in the process of Employee Disciplinary Proceedings; oversees the telecommunication requests/changes; responsible for Business Services' Emergency Preparedness Plans. Plans, organizes and analyzes program development and evaluation, inmate classification, and policy services for the Business Services Division. Represents the institution in meetings with other State agencies, contractors, and other parties related to Business Services and Central Services functions. Audit sick leave, overtime, and other general meetings regarding Business Services and Central Services functions.
30%	Process incarcerated person Grievances, Staff Complaints, and audit Rules Violation Reports action as Chief Disciplinary Officer. Process staff and incarcerated person correspondence. Review Incident Reports and Use of Force incidents. Complete Use of Force Reviews, attend Institutional Executive Review Committee meetings and chair the Staff Assault Review Team. Meets with facility Inmate Advisory Council/Men's Advisory Committee (IAC/MAC) Executive Body members on a variety of issues. Serves as Institution Classification Committee Chairperson and review of completed Classification Committee chronos. Evaluate/audit Institutional Security plan – correct any deficiencies. Manage Corrective Action Plans for audits regarding Security and Department of Public Health. Prepare/Evaluate proposals for staff and construction projects for mission changes and other physical plant modification requirements. Evaluate equipment needs and prepare equipment requests. This position may act as the Chief Deputy Warden or Warden in their absence.
15%	Serves as Administrative Officer-of-the-Day (AOD) in the absence of the Warden on a rotating basis and makes decisions affecting custody, programs, and business services functions. As a member of the institutional management team, responds to emergencies or other forms of disruptions initiated by or involving incarcerated people. Attends a minimum of 40 hours of In-Services Training (IST) annually. This position may act as the Chief Deputy Warden or Warden in their absence.
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 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.

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.
- 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

- 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
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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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NON-ESSENTIAL DUTIES AND RESPONSIBILITY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING. Other duties may be assigned:
None

SUPERVISORY RESPONSIBILITIES: Administrative responsibility for all Business Services employees included in the following areas: Food Services, Personnel, Information Systems, Procurement, Warehouse Operations, Canteen, Garage, Accounting/Trust and Budgeting. Supervises six staff directly and 174 staff indirectly. Functionally supervises eight staff regarding fire, life and safety; and hazardous materials programs. The Associate Warden is expected to be able to perform in any institutional position within his/her classification within CDCR as part of the Management Development Program.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Two years of broad administrative or supervisory experience in correctional administration for adults, with responsibility for managing a correctional administration for adults, with responsibility for managing a correctional facility or a major program such as custody and casework in a capacity comparable to Facility Captain, Correctional Institution, or business services in a capacity comparable to Correctional Business Manager II, Department of Corrections; and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for two years of the required education on the basis of one year of experience for one year of education.)

LANGUAGE SKILLS: Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond effectively to the most sensitive inquiries and complaints. Ability to write procedures that conform to prescribed style and format. Communicate effectively both verbally and in writing so instructions can be clearly understood and carried out in emergency situations.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Use and apply effectively the required technical knowledge; analyze data and situations accurately and take effective action; plan, organize, direct, evaluate, and coordinate the Business Services Division; and apply effective principles of budget preparation and control, personnel management, business management, public administration, and correctional administration.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER SKILLS AND ABILITIES: Ability to establish and maintain cooperative working relationships with officials and staff members, public agencies, and interested community and professional groups; to supervise, train, and motivate staff to achieve maximum effectiveness; to assess the training needs of employees; to develop staff; to understand and fulfill supervisory responsibilities under the Ralph C. Dills Act; to effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS: Demonstrated leadership and program planning ability; emotional maturity and stability; sympathetic and objective understanding of persons in custody; satisfactory record as a law-abiding citizen; tact, good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to workday, evening, or night shifts, weekends, and holidays, and to report for duty at any time emergencies arise.

SPECIAL PHYSICAL CHARACTERISTICS: Sound mental and emotional condition; freedom from any physical or mental condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator.

OTHER QUALIFICATIONS/REQUIREMENTS:

Background Investigation: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this class.

Government Code 1029 provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.

Government Code 1029.1 requires that a thorough background investigation be completed prior to appointment date. Persons unsuccessful in the investigation cannot be appointed as a peace officer.

Government Code 1031 provides that a candidate for a peace officer position be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record.

Government Code 1031 (f) provides that any physical and psychological suitability examinations administered by completed prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer.

Any person prohibited by State or Federal law from possessing, using or having his/her custody or controls any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

Citizenship Requirement: Pursuant to Government Code 1031 (a), in order to be appointed to a peace officer position a person must be either a United States citizen or be a permanent resident alien who is eligible for and has applied for United States citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Drug Testing Requirement: Applicants for positions in this class are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designed "Sensitive" class for which drug testing is required under State Personnel board Rule 213).

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spend in physical activities:

Constantly: Involves 2/3 or more of workday.
Frequently: Involves 1/3 to 2/3 of workday.
Occasionally: Involves 1/3 or less of workday.
N/A: Activity or condition is not applicable.

Standing: Occasionally - stands while speaking with other staff, observing inmate and staff activities, and performing inspections.

Walking: Frequently - walks to other offices to attend meetings; or to the various facilities to perform inspections, speak with staff, attend ICC and IDTT, supervise pre-planned uses of force, meet with IAC/MAC, tour construction sites, and during AOD duties.

Sitting: Frequently - sits at meetings and while performing paperwork. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally - lifts paperwork and files weighing from up to five pounds. He/she will occasionally lift binders of information.

Carrying: Occasionally - carries paperwork and files for short distances.

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Balancing: N/A

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Kneeling/Crouching: Occasionally - may choose to kneel when accessing information from a bottom drawer or shelf.

Crawling: N/A

Fine Finger Dexterity: Frequently - utilizes fine-finger dexterity when sorting through paper, inputting information to the computer, or operating a 10 key.

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Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally - drives to meetings and seminars off-site.

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WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Correctional Administrator normally works in a temperature controlled office space with linoleum flooring. While performing inspections and tours of facilities, he/she may frequently be exposed to fumes, outdoor weather conditions, temperature extremes, and moving mechanical parts. In addition, while walking throughout the institution, the employee will be walking on paved and unpaved uneven terrain.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Personal computer, photocopier, calculator, telephone, fax machine, cellular telephone and pager. This position must be familiar with vehicles, weapons, and chemical agents used in the institution.

COMMENTS: Work hours can vary as a 4C employee, but usually are from 0800-1700, Monday through Friday.

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Reasonable Modification/Accommodation: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities of the Department. The Armstrong Remedial Plan (ARP) provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest
2. Undue Burden and Fundamental Alteration
3. Direct Threat
4. Equally Effective Means

These defenses are derived from the Americans with Disabilities Act (ADA) and from the 1987 United State Supreme Court decision in Turner v. Safley. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law federal court order.

Equally Effective Communication: The ARP and the ADA require public agencies to ensure equally effective communication with incarcerated people, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these

instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated people who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Incarcerated people with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that Division of Adult Institutions staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings, etc.; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the inmate understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the inmate to explain what was communicated in his or her own words.

Tracking: The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking inmates with disabilities based upon the CDC Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the *Armstrong Clark* Tracking System (ACTS) and requires all institutions to use this system for tracking all inmates with Developmental Disability Placement (DDP) and DDP codes. The ACTS was designed to work in conjunction with the CDC 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. The C&PRs and RC CC-III are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

Incarcerated People with Housing Restrictions: The ARP requires doctors to generate chronos with physical limitations for incarcerated people verified with certain CDC 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure incarcerated people are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for incarcerated people housing. If the incarcerated person has a DDP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the incarcerated person expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where incarcerated people are not housed consistent with documented housing restrictions.

Prescribed Health Care Appliances: The ARP IV.F.3. provides that inmates shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an inmate misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-261-9645-xxx			
DIVISION / UNIT Administration Health Care Access		CLASSIFICATION TITLE Correctional Administrator, DOC			
		WORKING TITLE Associate Warden – Health Care Access			
		TIME BASE / TENURE FT	CBID M06	WWG E	COI Yes ☒ No ☐
LOCATION Represa, CA 95671		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/GENERAL STATEMENT					
Under the general direction of the Warden/Chief Deputy Warden and the indirect direction of the Chief Executive Officer, the Associate Warden of Health Care Services/Custody Operations will organize, implement and maintain a custodial program to ensure access to medically necessary health care. This position also serves as the Access to Care Coordinator, Plata Coordinator, Coleman Coordinator, Armstrong Coordinator, and coordinates any other litigation pertaining to health care services class actions.					
% 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%	ESSENTIAL DUTIES AND RESPONSIBILITY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING. Other duties may be assigned. Responsible for assuring incarcerated people have timely access to health care by facilitating coordination between custody, administrative, and health care operations by monitoring compliance with priority medical ducat policies and procedures; oversees Access to Care, reviewing incarcerated people's assignments and ducating schedules to ensure they provide incarcerated people access to medical care; monitoring the availability of custody staff to continue medical operations during normal program operations and during institution lockdowns. Review tracking systems and data collected as required by health care and custody staff per the Inmate Medical Services Policies and Procedures (IMSP&P) regarding access to care success and failure rates and assist in coordinating custody and medical Corrective Action Plans. Coordinate with Custody and Facility Captains the review of Post Assignment Schedules (budgeted number of positions) and Master Assignment Rosters (scheduling of positions) to ensure custody positions established to escort incarcerated people to medical services are appropriately assigned and meet incarcerated people's needs to access health				

	care services. Coordinate with Custody Captain and Senior Medical Staff to ensure health care positions established to support health care operations are appropriately assigned and meet incarcerated people's needs to access health care services. Directs the custodial oversight of all incarcerated people transported off institution grounds, determining the security requirements necessary to safely transport the incarcerated person, ensure timely health care operations and minimize associated overtime costs. Coordinate security inspections of offsite health care operations to ensure the safety and security of staff, incarcerated people, and escape potential.
30%	Participate in Institutional Classification Committees (ICC) with the Warden/Chief Deputy Warden, Facility Captain, Clinicians, Classification staff and other committee members to assist in the decision making-process regarding identification of incarcerated people's placement/transfer to EOP, OHU, CTC, PSU, change in privilege group ensure and resolution of incarcerated people's issues referred by lower classification committees (i.e., single cell status). Attend Interdisciplinary Treatment Team (IDTT) committees, as needed, with clinicians and classification staff to assist in the decision-making process regarding identification of best placement for incarcerated people's treatment needs. Act as liaison between health care and custody operations to ensure custodial and classification actions taken during various classification committees for PSU, EOP, CTC and EOP Administrative Segregation Programs are adhered to by the appropriate health care and custody staff. Establish and co-chair with the Chief Executive Officer (CEO), on an ongoing basis, a joint custody, administrative, and health care quality management committee designed to improve health care services delivery and resolve relevant issues. Attend all meetings, discussions, and forums on issues impacting correctional support/custodial operations of Health Care Services, focusing on improving access to care, delivery of quality care, and resolve relevant issues. Participate in the HCSD and institution Quality Management Committee meetings, monthly Emergency Response Review committee and Suicide Prevention Committee. Participate in all executive use of force reviews and be a member of the Governing Body. Review completed CDC 128G, Classification Chrono's and CDC 837, Crime/Incident Report's. Audit of CDC-114D, Administrative Segregation Unit Placement Notice's and related due process classification. Process CDCR 602 Inmate/Parolee Appeal's and audit CDC-115, Rules Violation Report actions.
15%	Work closely with the institution's Litigation Coordinator to monitor the status of all health care related class actions. Assist the CEO in the coordination and monitoring of all court imposed remedial plans, settlement agreements or orders. Participate in the development and implementation of any required Corrective Action Plans (CAP) related to health care litigation issues, ensuring all remedies identified on CAPs are addressed as identified and in a timely manner. Review all recommendations for new or revised policy/procedures and provide consultation regarding the impact upon support, custodial and health services operation. Act and serve as the liaison between Institution, Health Care Services, and Custody staff and ensure effective communication channels between all areas. Meet as needed with Associate Warden of Business Services and CEO to ensure effective communication and resolve business related issues occurring within Health Care Services. Assist the CEO in the coordination of fiscal reviews.
5%	Work with institution's Employee Relations Officer and health care supervisors as needed to resolve employee relations issues related to health care staff. Act as Equal Employment Opportunity Coordinator for all health care issues and work with appropriate health care staff to ensure all medical appeals are handled in a timely manner and to identify potential deficiencies that may exist related to access to medical care.
5%	Participate as Administrative Officer-of-the-Day (AOD). Maintain a safe and secure environment, following all safety and Universal Precautions, report any unsafe equipment or situations, and be knowledgeable of emergency and fire procedures.
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, 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	
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 time line 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

NON-ESSENTIAL DUTIES AND RESPONSIBILITY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: Direct Supervision of the Health Care Access Captain, two Correctional Counselor II (Specialist), and the Transportation Lieutenant as well as their subordinates.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: **EITHER I:** Two years of experience in the California Department of Corrections performing duties in a class comparable in level of responsibility to Facility Captain, Correctional Institution; Correctional Captain; Correctional Business Manager II, Department of Corrections; or Correctional Business Manager I, Department of Corrections. (Equivalent to college graduation may be substituted for one year of the required experience.) **or:** Three years of experience in the California Department of Corrections performing duties in a class comparable in level of responsibility to Staff Services Manager II; Business Manager II; Correctional Counselor III; or Parole Agent III, Adult Parole. (Equivalent to college graduation may be substituted for one year of the required experience.) **or II:** Two years of broad administrative or supervisory experience in correctional administration for adults, with responsibility for managing a correctional facility or a major program such as custody and casework in a capacity comparable to Facility Captain, Correctional Institution, or business services in a capacity comparable to Correctional Business Manager II, Department of Corrections. **and** Equivalent to graduation from college. (Additional qualifying experience may be substituted for two years of the required education on the basis of one year of experience for one year of education.)

LANGUAGE SKILLS: Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond effectively to the most sensitive inquiries and complaints. Ability to write procedures that conform to prescribed style and format. Communicate effectively both verbally and in writing so instructions can be clearly understood and carried out in emergency situations.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Use and apply effectively the required technical knowledge; analyze data and situations accurately and take effective action; plan, organize, direct, evaluate, and coordinate the Operations Division; and apply effective principles of budget preparation and control, personnel management, business management, public administration, and correctional administration.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER SKILLS AND ABILITIES: Ability to establish and maintain cooperative working relationships with officials and staff members, public agencies, and interested community and professional groups; to supervise, train, and motivate staff to achieve maximum effectiveness; to assess the training needs of employees; to develop staff; to understand and fulfill supervisory responsibilities under the Ralph C. Dills Act; to effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS: Demonstrated leadership and program planning ability; emotional maturity and stability; sympathetic and objective understanding of persons in custody; satisfactory record as a law-abiding citizen; tact, good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work day, evening, or night shifts, weekends, and holidays, and to report for duty at any time emergencies arise.

SPECIAL PHYSICAL CHARACTERISTICS: Sound mental and emotional condition; freedom from any physical or mental condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator. In emergency situations, the Correctional Administrator may be required to disarm, subdue, and apply restraints to an inmate; run to the scene of a disturbance or emergency; run up or down stairs; defend staff against an inmate armed with a weapon; prevent escapes and injury by inmates to themselves, employees, and to property; and fire weapons in combat/emergency situations.

OTHER QUALIFICATIONS/REQUIREMENTS:

Background Investigation: Successful passing of a thorough background investigation.

Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to positions in this class.

Weapons Prohibition: No prohibition from State or Federal law from possessing, using or having in his/her custody or control any firearm device, or other weapon or device authorized for use by the California Department of Corrections.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this class.

Citizenship Requirement: United States citizen or a permanent resident alien who is eligible and has applied for United States citizenship.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spend in physical activities:

Constantly: Involves 2/3 or more of workday.
Frequently: Involves 1/3 to 2/3 of workday.
Occasionally: Involves 1/3 or less of workday.
N/A: Activity or condition is not applicable.

Standing: Frequently - stands while speaking with other staff, observing inmate and staff activities, and performing inspections.

Walking: Frequently - walks to other offices to attend meetings; or to the various facilities to perform inspections, speak with staff, attend ICC and IDTT, supervise pre-planned uses of force, meet with IAC/MAC, tour construction sites, and during AOD duties.

Sitting: Frequently - sits at meetings and while performing paperwork. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

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