

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>Facility Planning, Construction and Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | POSITION NUMBER<br>065-342-9645-001                                                                                                                                                                                                                                                                                                                                                                |             | MCR / HCR<br>1 |                                                                            |
| DIVISION / UNIT<br><br>Design Services and Standards Branch<br>Design Standards Section                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | CLASSIFICATION TITLE<br>Correctional Administrator                                                                                                                                                                                                                                                                                                                                                 |             |                |                                                                            |
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| LOCATION<br>Sacramento County                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | INCUMBENT                                                                                                                                                                                                                                                                                                                                                                                          |             | EFFECTIVE DATE |                                                                            |
| <b>CDCR'S MISSION, VISION and COMMITMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                                                                                                                                    |             |                |                                                                            |
| <p><b>Mission</b><br/>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.</p> <p><b>Vision</b><br/>We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p><b>Commitment</b><br/>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.</p> <p>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.</p> |  |                                                                                                                                                                                                                                                                                                                                                                                                    |             |                |                                                                            |
| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                                                                                                                                                                                    |             |                |                                                                            |
| The Facility Planning, Construction and Management Division (FPCM) delivers services and provides oversight over all real estate functions required by the California Department of Corrections and Rehabilitation, including capital improvement planning and construction, architectural and engineering services, environmental reviews and regulatory compliance, property management and lease administration, and facility management oversight for repairs and maintenance at the Department's correctional facilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                    |             |                |                                                                            |
| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                                                                                                                                                                                    |             |                |                                                                            |
| The Correctional Administrator, under the general direction of the Deputy Director, is responsible for supervising and managing assigned staff within the Design Standards Section in the development of design standards and operational policies regarding security as it relates to construction, renovation, repairs, special repairs, and major/minor capital outlay projects, including special projects such as physical plant modifications due to mission changes, etc., at California Department of Corrections and Rehabilitation (CDCR) facilities. The Correctional Administrator coordinates the evaluation of conditions related to security and field operations and provides applicable input to the design, construction, and activation of new and renovated buildings and facilities, in accordance with established CDCR design criteria Guidelines and/or reasonable alternatives where it is impractical to meet established CDCR design criteria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                                                                                                                                                                                                    |             |                |                                                                            |
| <b>% of time performing duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | <b>DUTIES AND RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                                                                                 |             |                |                                                                            |
| 40%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | Direct and coordinate the activities of Captains (Adult Institutions) and assigned staff involved in performing design reviews of new construction, renovation, or repair projects at CDCR facilities. This includes reviews for policy compliance and, as necessary, the development of proposals for the modification, revocation, or generation of new security design or operational policies. |             |                |                                                                            |

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| 30% | Supervise and manage the timely review of design and construction submittals associated with new construction, renovation, or repairs of CDCR facilities. Assist with development and coordinate policy changes and updates to CDCR's Standard Design Documents, Design and Construction Policy Guidelines, Design Criteria Guidelines, and Institution Support Space Standards. Assist in developing long-range security goals regarding CDCR's master planning of facilities statewide.                                                                                                                                                                                                                                                                                                                                                                            |
| 20% | Direct and coordinate the activities of subordinate staff involved in special projects and field security audits such as: electrified fence operations, door operator replacements, incident reviews, etc. 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. |
| 10% | Coordinate with and provide assistance and recommendations to CDCR Executive staff and other branches within the Facility Planning, Construction and Management Division. Attend meetings as required. Review procurement documents for compliance with security design standards maintained by the Section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

#### SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison inmates, 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 |
|-------------------------|----------------------|------|

##### 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 |
|---------------------------|------------------------|------|