

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Institution for Men		POSITION NUMBER (Agency-Unit-Class-Serial) 080-261-9645-005			
DIVISION / UNIT Complex Two		CLASSIFICATION TITLE Correctional Administrator, DOC			
		WORKING TITLE Associate Warden			
		TIME BASE / TENURE LT/FT	CBID MOG	WWG E	COI Yes ☒ No ☐
LOCATION Various Areas		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					
The Associate Warden of Complex II has the responsibility of managing, directing and overseeing all operations of Facility C and Facility D and the Integrated Substance Use Disorder Treatment (ISUDT).					
GENERAL STATEMENT					
Under the direct supervision of the Chief Deputy Warden, Correctional Program, CEA as a sworn peace officer, in an institution, as the administrative head of a large institution program, division or organizational unit having primary custodial responsibility for a major area; plans, organizes, directs, and evaluates a correctional program consisting of custody and other program areas such as classification, appeals, business management, academic and vocational education, religious guidance, or library services, and coordinates these activities with other institutional programs; directs the preparation and maintenance of fiscal records, budget estimates, budgetary control system, and personnel records and payroll; directs the supply and warehousing operations, food preparation and service, maintenance operation, repair, construction of physical plant, 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; resolves difficult administrative problems in planning and directing work of the staff; as a member of the institution's classification and disciplinary committees, assumes major responsibility for evaluating and determining the proper classification, individual program, and disciplinary action for each incarcerated person; serves as a member of the institution's executive staff; as assigned, acts in the absence of the Warden or Chief Deputy Warden; as assigned, participates in and supervises developmental projects.

% 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%	Review and critique budget expenditures related to Facility C and Facility D and make appropriate adjustments. Review and audit Rule Violation Reports (RVR), functioning as Chief Disciplinary Officer. Review research and prepare appropriate responses for grievances that originate from within the facilities. This frequently involves interviewing staff, the incarcerated persons, and coordination with other institutions when incarcerated persons have been transferred.
25%	Audit and analyze the classification process, serve as Acting Chairperson of the Institutional Classification Committee in Chief Deputy Warden's absence, signing Chronos generated by the classification process. Prepare, coordinate, and / or facilitate paperwork projects for the Chief Deputy Warden and Warden, or as directed, staff in central office, (i.e. audit reports, population increase proposals, staff budget change proposals, DOM revisions, etc.) Review all incident reports for Facility C and Facility D. Review Use of Force incidents with Warden and Chief Deputy Warden.
10%	Inspects various areas. The Associate Warden is responsible to ensure cleanliness, safety requirement and basic humane living conditions are being adhered to. Meet with and consider the various items presented by the Inmate Advisory Committee (IAC) as they relate to the effective operation of Facility C and Facility D.
10%	Attend and participate in daily staff sessions held by the Warden. Conduct bi-weekly staff meetings with section heads of the facility.
10%	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 prison individuals, visitors, non-employees and employees shall be made aware of this.
- Maintenance of Peace Officer Standards and training in accordance with Penal Code 832 and Department 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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Institution for Men		POSITION NUMBER (Agency-Unit-Class-Serial) 080-261-9645-003			
DIVISION / UNIT Administration		CLASSIFICATION TITLE Correctional Administrator, DOC			
		WORKING TITLE Associate Warden			
		TIME BASE / TENURE LT/FT	CBID M06	WWG E	COI Yes ☒ No ☐
LOCATION Various Areas		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					
The Business Services' function is to plan, organize, and direct the work of Department of Corrections' institutional staff engaged in the following activities: budgeting and accounting; data processing; personnel, health and safety, and labor relations; food preparation and service; procurement, supply, and warehousing operations; maintenance, operation, repair, and construction of the physical plant; fire protection and security services; equipment repair and replacement, including garage operations; clothing issue, replacement, and laundry operations and canteen operations. Directs the preparation of the budget and quarterly estimates of materials, supplies, and equipment required for maintaining and operating the institution, and maintains an effective budgetary control system; supervises the preparation/administration of contracts, purchase and control of supplies and equipment, and approves work orders.					
GENERAL STATEMENT					
Under the general direction of the Chief Deputy Warden, the Associate Warden-Business Services provides direction to Business Services Department Heads in providing support, custodial, and business related services in the areas of Plant Operations, Food					

Services, Procurement, Accounting Services, Personnel Services, Return-to-Work, Toxic and Hazardous Waste disposal, Budgeting, Firehouse and IT Services.

% 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%	Plan, organize, direct and evaluate the Business Services Support Program. Functions as an expert resource in Business Services related function/systems. Ensures appropriate accountability/auditing systems are utilized in compliance with departmental policies and control and control agencies rules and regulations. Initiates and/or coordinates written correspondence and/or mandatory reports for Warden's/Chief Deputy Warden's signature.
20%	Analyzes, monitors and administers the institution budget, advises executive staff regarding same; directs the preparation and review of budget proposals, and five-year plans for minor and major capital outlay projects, special maintenance projects and ongoing maintenance repair projects.
20%	Advises administrative staff relating to business management functions, including: required fiscal control and management of resources. Confers with the Warden and Chief Deputy Warden on policies and procedures, which affect the general management and support activities of the institution.
10%	Participates in various management meetings, such as Executive Staff meetings, Chief Deputy Warden meetings, incarcerated persons Advisory Committee meetings, and other Task force meetings as assigned. Serves as Administrative Officer of the Day a may act as Warden or Chief Deputy Warden in their absence. 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%	Administers and directs through subordinate staff, the Employee Return to Work/Light Duty Program, Employee/Incarcerated Persons Fire and Life Safety Programs and Americans with Disabilities Act and Disability Placement Program. Assist in the development and maintenance of adequate safety programs including Hazardous and Toxic Waste Disposal, and Recycle and Solid Waste Programs, tours areas of the institution on a regular and random basis ensuring compliance with departmental policies regarding safety, sanitation and general living conditions.
5%	Conducts staff meetings with Business Services personnel; participates in the recruitment, selection and training of personnel; advises staff in regards to hiring, corrective counseling, employee grievances and disciplinary interviews and coordinates with the Employee Relations Officer ensuring compliance with appropriate labor relations practices. 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 prison individuals, visitors, non-employees and employees shall be made aware of this.
- Maintenance of Peace Officer Standards and training in accordance with Penal Code 832 and Department 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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Institution for Men		POSITION NUMBER (Agency-Unit-Class-Serial) 080-261-9645-001			
DIVISION / UNIT Administration		CLASSIFICATION TITLE Correctional Administrator, DOC			
		WORKING TITLE Associate Warden			
		TIME BASE / TENURE LT/FT	CBID M06	WWG E	COI Yes ☒ No ☐
LOCATION Various Areas		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					
To provide the public protection by enforcing State and Federal laws and administrative regulations while supervising the conduct of incarcerated individuals at the California Institution for Men. Enhance public safety and promote successful community reintegration through comprehensive crime prevention programs, education, treatment, and active participation in rehabilitative and restorative justice programs.					
GENERAL STATEMENT					
The Associate Warden, under the direction of the Chief Deputy Warden, Operations directly supervises one (1) Correctional Captain, and one (1) Office Technician, and is responsible for the planning, organization, assignment and direction of work of all staff in Custody Operations. This includes Custody, Personnel Assignment Office, Work Incentive, and the Use of Force. This position also serves as the backup Emergency Management Coordinator. Exercises supervision over staff responsible for the assignment of work to incarcerated individuals in the institution. Is a member of the institution's executive staff, acts in the absence of the Chief Deputy Warden or Warden.					

% 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%	Under the general direction of the Warden, the incumbent acts as administrative head of the Operations Division, having primary responsibility for the Security Operations of the California Institution for Men. Plan, organize, direct and control the assignment of work to incarcerated individuals, contract staff working alongside incarcerated individuals, the affairs of the Security Operations Division; Security Administration Building Watch Office, Personnel Assignment Office, Perimeter Security, Visiting, Mailroom, Transportation, and the entire complex on First Watch.
25%	Review and critique budget expenditures related to the institution and work with Business Services to ensure tracking of expenditures is correct and accurate. Review and approve special visit requests. This includes authorization of visits for people who are on probation/parole and those with arrest histories and/or special circumstances. Review, research, and prepare appropriate response for appeals that originate from within the facility. Serve as committee member on the overtime/sick leave management committee and serve as chair in absence of the Associate Warden, Business Services.
20%	Inspect various areas. The Associate Warden is responsible to ensure cleanliness, safety requirements and basic humane living conditions are being adhered to. Inspect and tour all areas of responsibility to ensure compliance with departmental policy and procedures and file quarterly reports to the Warden. Attend and participate in weekly staff sessions held by the complex Warden. Conduct weekly staff meetings with section heads of the facility.
5%	Supervise the Use of Force Office and serves as member of Use of Force Committee and has review oversight of incidents specific to custody functions under management supervision.
5%	Supervise the Coordinator for the training incentive program for incarcerated individuals to ensure compliance with all policy and procedures relevant to the work incentive program. This is accomplished by scheduling and reviewing audits and reports generated by the training incentive program coordinator. Review all training requirements and distribute information on changes to existing policy and provides consultation regarding the impact to the overall operation of the program.
5%	Supervise the Personnel Assignment Office, ensuring that MOU/Contracts are adhered to in scheduling and planning of job changes, vacation, and holiday schedules. Ensure the correctness of the PAS/MAR. Ensure the institution is maintaining correct percentage of jobs for incarcerated individuals. Serve on pay committee for incarcerated individuals.
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 prison individuals, visitors, non-employees and employees shall be made aware of this. - Maintenance of Peace Officer Standards and training in accordance with Penal Code 832 and Department 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

POSITION NUMBER (Agency – Unit – Class – Serial)
080-261-9645-001

Page 3 of 3

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Institution for Men		POSITION NUMBER (Agency-Unit-Class-Serial) 080-261-9645-002	
DIVISION / UNIT Complex One		CLASSIFICATION TITLE Correctional Administrator, DOC	
		WORKING TITLE Associate Warden	
		TIME BASE / TENURE LT/FT	CBID M06
LOCATION Various Areas		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			
The Associate Warden of Complex I has the responsibility of managing, directing and overseeing all operations of Facility A and Facility B and Case Records.			
GENERAL STATEMENT			
Under the direct supervision of the Chief Deputy Warden, Correctional Program, CEA as a sworn peace officer, in an institution, as the administrative head of a large institution program, division or organizational unit having primary custodial responsibility for a major area; plans, organizes, directs, and evaluates a correctional program consisting of custody and other program areas such as classification, appeals, business management, academic and vocational education, religious guidance, or library services, and coordinates these activities with other institutional programs; directs the preparation and maintenance of fiscal records, budget estimates, budgetary control system, and personnel records and payroll; directs the supply and warehousing operations, food preparation and service, maintenance operation, repair, construction of physical plant, 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; resolves difficult administrative problems in planning and directing work of the staff; as a member of the institution's classification and disciplinary committees, assumes major responsibility for evaluating and determining the proper classification, individual program, and disciplinary action for each incarcerated person; serves as a member of the institution's executive staff; as assigned, acts in the absence of the Warden or Chief Deputy Warden; as assigned, participates in and supervises developmental projects.

% 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%	Review and critique budget expenditures related to Facility A and Facility B and make appropriate adjustments. Review and audit CDC 115's, functioning as Chief Disciplinary Officer. Review research and prepare appropriate responses for appeals that originate from within the facilities. This frequently involves interviewing staff, the inmate, and coordination with other institutions when inmate has been transferred.
25%	Audit and analyze the classification process, serve as Acting Chairperson of the Institutional Classification Committee in Chief Deputy Warden's absence, signing CDC128-G's generated by the classification process. Prepare, coordinate, and / or facilitate paperwork projects for the Chief Deputy Warden and Warden, or as directed, staff in central office, (i.e. audit reports, population increase proposals, staff budget change proposals, DOM revisions, etc.) Review all incident reports for Facility A and Facility B. Review Use of Force incidents with Warden and Chief Deputy Warden.
10%	Inspects various areas. The Associate Warden is responsible to ensure cleanliness, safety requirement and basic humane living conditions are being adhered to. Meet with and consider the various items presented by the MAC as they relate to the effective operation of Facility A and Facility B.
10%	Attend and participate in daily staff sessions held by the Warden. Conduct bi-weekly staff meetings with section heads of the facility.
10%	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

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- Maintenance of Peace Officer Standards and training in accordance with Penal Code 832 and Department 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:

POSITION NUMBER (Agency – Unit – Class – Serial)

080-261-9645-002

Page 3 of 3

- 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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Institution for Men		POSITION NUMBER (Agency-Unit-Class-Serial) 080-261-9645-004	
DIVISION / UNIT Administration		CLASSIFICATION TITLE Correctional Administrator, DOC	
		WORKING TITLE Americans with Disabilities Act Coordinator	
		TIME BASE / TENURE LT/FT	CBID M06
LOCATION Various Areas		INCUMBENT	
		EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITTEMENT			
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			
The ADA department implements, upholds, coordinates and monitors compliance of Federal and State laws and departmental policies such as the Americans with Disabilities Act, Armstrong vs. Davis, Clark vs. California, Disability Placement Plan, and Developmental Disability Placement.			
GENERAL STATEMENT			
Under the general direction of the Chief Deputy Warden, the Institution Americans with Disabilities Act (ADA) Coordinator shall implement Federal and State laws and departmental policies and procedures involving the ADA. The Institution ADA Coordinator shall uphold effective ADA standards and ongoing compliance with Federal and State laws and departmental regulations, policies, and procedures. The ADA Coordinator is assigned to work exclusively on ADA duties and will work closely with the Class Action Management Unit (CAMU) Correctional Counselor II (CC-II) assigned at CIM.			
% 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.		

- 30% Acts as a liaison between the institution and Headquarters staff, i.e., CAMU, Office of Legal Affairs, California Correctional Health Care Services, and other agencies, such as the Department of Developmental Services (DDS), Regional Centers, and the Office of Audits and Court Compliance (OACC) on ADA cases in litigation which includes Armstrong vs Davis and Clark vs California. Coordinates and monitors the institution's overall compliance with the Armstrong Remedial Plan (ARP), ARP II, and Clark Remedial Plan (CRP). Works closely with both the OACC CCII and Correctional Counselor II Supervisors who are assigned as Assistant ADA Coordinators to achieve compliance goals. Shall ensure housing and programming of incarcerated persons with disabilities are reasonable and appropriate and comply with the DPP and the Developmental Disability Program (DDP). Provides ADA expertise and guidance to the institution staff for the implementation of departmental ADA policies. Works with institution staff for the implementation of ADA policy affecting all institutional operations and processes such as incarcerated persons 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.
- 30% Assumes 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. Conducts internal audits of ADA compliance and prepares corrective action plans. Conducts reviews of local institutional operations, procedures, manuals, and accessibility issues to ensure ADA compliance. Monitors the institution's tracking system and ensures appropriate custody staff are aware of the incarcerated persons' needs under the CRP.
- 20% Conducts routine and periodic monitoring of the ADA appeals process to identify ADA issues raised and evaluates the institution's performance associated with timeliness, screening decisions, appropriate responses, etc. Works closely with the Appeals Coordinator to ensure that interim accommodations are addressed when appropriate. Conducts incarcerated persons interviews to identify ADA issues/needs. Establishes a system to ensure communication between custody, clinical and education staff regarding the needs of incarcerated persons in the DDP in the institution.
- 15% Ensures accurate and timely document production for monitoring tours. Participates in monitoring tours, ensures all pertinent staff are present for monitoring tours, and assumes a leadership role preparing the institution for departmental compliance reviews, and coordinates corrective action measures. Work with Plata AW and health care staff in ensuring incarcerated persons with disabilities are properly screened (DDP), evaluated and verified (DPP) and that the associated verification forms are completed timely and accurately. Work with C&PR CC-III & Assistant C&PR CC-II to ensure ADA mandates are met specific to the tracking of disabled incarcerated persons, the Transition to Parole Process and BPH Parole Proceedings. Reviews at least monthly, acts of serious misconduct involving the incarcerated persons in the DDP to examine patterns of serious misbehavior and to determine whether the incarcerated person's behavior, in violating CDCR rules, is related to the incarcerated person's developmental disability.
- 5% Ensures all staff receive training and follow-up training on the provisions of ARP and CRP. Performs other duties as assigned/required to ensure the Institution's compliance with Federal and State laws and departmental policies and procedures involving ADA. Attends the Warden's Executive Staff meeting and other pertinent meetings. 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 prison individuals, visitors, non-employees and employees shall be made aware of this.
- Maintenance of Peace Officer Standards and training in accordance with Penal Code 832 and Department 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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Institution for Men		POSITION NUMBER (Agency-Unit-Class-Serial) 080-261-9645-006	
DIVISION / UNIT Health Care Services Unit		CLASSIFICATION TITLE Correctional Administrator, DOC	
		WORKING TITLE Associate Warden	
		TIME BASE / TENURE LT/FT	CBID M06
LOCATION Various Areas		INCUMBENT EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITTEMENT			
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			
To provide the public protection by enforcing State and Federal laws and administrative regulations while supervising the conduct of incarcerated persons at the California Institution for Men. Enhance public safety and promote successful community reintegration through comprehensive crime prevention programs, education, treatment, and active participation in rehabilitative and restorative justice programs.			
GENERAL STATEMENT			
The Correctional Administrator (Associate Warden) – Health Care Access, under the direction of the Warden and indirectly the Chief Executive Officer – Health Care Services, is responsible for managing the institution's custodial operations in support of the health care services provided both on and off institution grounds			

% 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%	Plans, directs, and organizes custodial operations to ensure patient access to all scheduled and unscheduled, on-site health care appointments, including medical, mental health, and dental; serves as liaison between custody operations and Health Care Services to ensure effective communication and resolution of issues in order to meet Constitutional standards of patient access to Health Care Services; monitors and ensures institutional compliance with the custody requirements as set forth in the Incarcerated Persons' Medical Services Program Policies and Procedures, Department Operations Manual, and various directives and mandates established as a result of class action litigation pertaining to access to health care services; ensures the Monthly Health Care Access Quality Report data is tracked, collected analyzed, and accurately reported in order to efficiently manage custody staffing resources, improve operations, minimize overtime costs, and monitor incarcerated persons' compliance with the priority medical ducat process; ensures all post orders, organizational charts, and operations procedures relating to health care access are accurate and updated annually; coordinates with the Institution Associate Warden-Custody operation with the routine review of the institution Post Assignment Schedule)budgeted number of positions) and Master Assignment Roster (scheduling of positions) to ensure adequate and appropriate custody staff are available during normal and modified programming to escort and/or transport patients to health care services and provide for the safety and security of staff and patients within on and off-site clinical areas.
20%	Directs the custodial operations of all patient's transported off institutional grounds for health care services; determines security requirements for the safe and secure transport of patients; coordinates security inspections of off-site health care operations to ensure safety and security of staff, incarcerated persons and the public.
15%	Participates in Institutional Classification Committees, Unit Classification Committees, and Interdisciplinary Treatment Team committees as Chairperson or member to assist in the decision making process; including but not limited to appropriateness of patient's placement, transfer, privilege group, work group, and housing status (i.e. single cell or double cell status) while meeting the patient's health care needs and adhering to the incarcerated person's security/custody requirements' works with appropriate health care staff to ensure all custody-related medical appeals are handled in a timely manner and to identify potential deficiencies affecting to access to health care services.
15%	Reviews all recommendations and attends meeting, discussions, and/or issues (a) impacting correctional support of Health Care Services programs, (b) focusing on improving access to care, delivery of quality care, and/or (c) resolving operational barriers impeding the delivery of health care' participates in or chairs the institutional Quality Improvement Committee meeting, Emergency Response Review Committee, Suicide Prevention Committee, Executive Use of Force, and Health Care Services Governing Body; reviews and evaluates all Use of Force incidents/packages completed by the Health Care Access Unit; participates in Corrective Action Plans related to Health Care Services' operational deficiencies by ensuring remedies meet policy or procedure requirements and are implemented within identified time frames. 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%	Serves as the institution Administrative Officer of the Day; attends In-Service Training as required, insuring staff do the same; and other duties as assigned by the Warden and/or CEO-HCS. 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	

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SUPERVISOR'S SIGNATURE

DATE