

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Substance Abuse Treatment Facility and State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 587-261-9691-001			
DIVISION / UNIT Administration		CLASSIFICATION TITLE Chief Deputy Administrator, Correctional Program, CEA			
		WORKING TITLE Chief Deputy Warden			
		TIME BASE / TENURE Full-time/Non-tenured	CBID M06	WWG E	COI Yes ☒ No ☐
LOCATION Corcoran, CA		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 Division of Adult Institutions (DAI) is comprised of four geographic regional divisions, which include Northern Region I, Central Region II, Central Region III, and Southern Region IV. These regional divisions are supported by centralized functions in the Operation Support Unit that are organized in matrix fashion to provide a combination of standardized and regional-based shared services.

GENERAL STATEMENT

Under the administrative direction of the Warden, the Chief Deputy Administrator, Correctional Program, C.E.A. (Chief Deputy Warden [CDW]) plans, organizes, directs and coordinates all institutional programs and employees through subordinate managers and staff. The CDW functions as the operations chief over all institution programs and staff. Duties require planning, organization, direction and coordinator of all correctional, business management, work-training incentive, education, medical and allied services and related programs within a correctional institution. The CDW directly supervises all Correctional Administrators and other staff with key institution-wide roles. In addition, under the DAI, Deputy Director Facility Operations, the CDW shall serve as the hiring authority for the Centralized Allegation Resolution Unit overseeing staff misconduct allegations investigated by the Allegation Investigation Unit on a one-year rotational basis.

% 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%	<u>Program Administration:</u> Through subordinate managers, administer a comprehensive long-range program for the custody, housing, classification, work, academic and vocational education, training, discipline, and grievances. Administer the religious, recreational and other activities of the incarcerated population and meet with incarcerated persons as warranted. Through the Correctional Business Manager, administer the business management activities of the institution, including preparation and management of the budget, maintenance of buildings and grounds, procurement and control of equipment and supplies, food preparation and services, clothing, sanitation, health and safety, and related services. Through subordinate managers, administer the institution programs for recruitment and selection, affirmative action and labor relations.
35%	<u>Management and Supervision:</u> Establish and maintain an accountability system to demonstrate that programs, activities, and actions of individual employees are consistent with law, the Director's rules and policies, and judicial decisions. Coordinate institutional programs with other institutional and departmental programs to ensure operational effectiveness. Provide leadership by delegating and exercising appropriate controls over the activities of subordinates. Participate in selection of subordinates, evaluate their performance, and take or recommend appropriate action.
15%	<u>Policy and Program Development and Evaluation:</u> Serves as a member of the Warden's policy setting executive staff. Develop, interpret and administer policies and procedures governing the operation of the institution. Direct staff and ad hoc task groups in reviewing the effectiveness of institutional policies and activities, resolve operational problems, and direct the preparation of reports and statistical analyses. Represent the Warden in policy and decision-making meetings within the Institution, the Department, and with other agencies and organizations. Act on behalf of the Warden in his/her absence and as directed.
10%	<u>Personnel Management:</u> 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 persons, 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