

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☒ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-261-9645-004			
DIVISION / UNIT Programs/Administration		CLASSIFICATION TITLE Correctional Administrator, DOC			
		WORKING TITLE Associate Warden, Programs			
		TIME BASE / TENURE PFT	CBID M06	WWG E	COI Yes ☒ No ☐
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 3/18/2026	
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 primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated individuals, to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated people in the Conservation Camp Program. SCC administers 27 male camps located throughout the State of California					
GENERAL STATEMENT					
Under the general direction of the Chief Deputy Administrator, CP, CEA, also known as the Chief Deputy Warden (CDW), the Correctional Administrator, DOC, also known as Associate Warden (AW) Programs Division plans, organizes, directs, and evaluates the correctional program consisting of Facility C, the Education Department, Classification and Paroles Representative (C&PR) Office, Records Department, and the Administrative Segregation Unit (ASU). Responsible for all management, care, classification, and discipline of any incarcerated person housed on Facility C. The position directly supervises the Facility C Captain, Health Care Access					

Captain, Principal, C&PR, one Office Technician, and indirectly supervises the Prison Industries Authority (PIA) and the Integrated Substance Use Disorder Treatment (ISUDT). The AW shall serve as the Religious Program Coordinator, Back-up Emergency Logistics Section Chief, Sexual Misconduct Reduction Strategy Coordinator, Assistant Equal Employment Opportunity (EEO) Coordinator and oversee the Facility C Men's Advisory Council (MAC). Additionally, the AW shall serve as the Coordinator for the American with Disabilities (ADA), Clark, and the Health Care Access (HCA) Liaison Administrator. While in this capacity, he/she will organize, implement and maintain a custodial program to ensure access to medically necessary health care. The AW is expected to attend the 0830 hours morning meeting as scheduled and work a minimum of 40 hours per week at Sierra Conservation Center, and flex the work schedule at least once a month to tour First and Third Watches. This position has been designated as a Restricted Department Operations Manual (DOM) holder. It is the employee's responsibility to become familiar with DOM section 12010.13.2 Restricted DOM: Issuance and Responsibilities of Holders.

% 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.
20%	Attend regular scheduled meetings and conference calls (i.e., Sick Leave, Return to Work, Use of Force, Space Review, Citizen's Advisory, Safety meetings, etc.). Chair division meetings with Programs staff. Meet with Facility C MAC monthly. Chair the Institution Classification Committee when necessary. Review and evaluate recommendations for Off Reservation Work Details and Emergency Fire Fighting clearances. Act as liaison between health care and custody committees to ensure Enhanced Outpatient Unit (EOP) and EOP ASU Programs are adhered to by the appropriate health care and custody staff. Establish and co-chair with the Chief Executive Officer (CEO) (or designee), a joint custody administrative and health care quality management committee designed to improve health care services, delivery, and resolution of relevant issues on an ongoing basis. Attend all meetings, discussions, and forums on issues impacting correctional support/custodial operations of HCS, focusing on improving access to care, delivery of quality care, and resolution of relevant issues. Participate in the California Correctional Health Care Services Division (CCHCSD) and Institution Quality Management Committee (QMC) meetings, monthly Emergency Medical Response Review Committee (EMRRC) and Suicide Prevention Committee.
15%	Responsible for assuring timely incarcerated individual access to Health Care Services (HCS) by facilitating coordination between custody, administration, and health care operations. Monitor compliance with priority medical ducat policies and procedures and review incarcerated persons assignments and ducating schedules to ensure they provide incarcerated persons' access to HCS; monitor 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 Incarcerated Individual Medical Services Policies and Procedures (IMSP&P) regarding access to care, success and failure rates and assist in coordinating custody and medical Corrective Action Plan (CAP). Coordinate with the HCA Captain, Supervising Registered Nurse II, and CEO to ensure custody health care positions established to support health care operations are appropriately assigned and meet incarcerated persons needs to access health care services.
15%	Serve as the ADA Coordinator. Assume a leadership role in achieving and maintaining substantial compliance with the Armstrong Remedial Plan (ARP), Armstrong II Board of Parole Hearings (BPH), and Clark Remedial Plan (CRP). Work closely with both the Class Action Management Unit Correctional Counselor (CCII); and Supervising CCII's, who are assigned as Assistant ADA Coordinators. Monitor the institution's tracking system and ensure appropriate custody staff are aware of incarcerated person's needs under the Clark Remedial Plan. Establish and monitor a system to ensure effective communication between custody, clinical and education staff regarding the needs of DDP/DPP incarcerated individuals. Review at least monthly, acts of serious misconduct involving incarcerated people in the DDP. This review should involve discussion of any CDC Form 128-A or CDC 115 received by incarcerated people in the DDP. The review should include the incarcerated person's C-file and medical records, discussion with DDP clinical staff, the Chief Disciplinary Officer and Staff Assistant as appropriate. The purpose of the review is to examine patterns of serious misbehavior and to determine whether the incarcerated person's behavior, in violating CDC rules, is related to the incarcerated person's developmental disability. Patterns of serious rules violations by incarcerated people in the DDP should be referred to IDST/ICC/UCC for review of the appropriateness of the incarcerated person's current classification and placement. Conduct incarcerated people interviews to identify ADA issues/needs. Ensure housing and programming of incarcerated people with disabilities is reasonable to comply with the DPP. Act as liaison between the Institution, Headquarters staff, and other state entities. Assume a leadership role in preparing for monitoring tours and compliance reviews, ensuring all pertinent staff is present. Ensure staff receive training

	and follow up training on the provision of the ARP and CRP. Provide ADA expertise and guidance to institution staff for the implementation of departmental ASA policies. Work with institution staff in the implementation of ADA policy affecting all institution operations and processes such as the incarcerated people appeals (CDCR 1824); custody and classification; disciplinary process; access to programs, services and activities, (e.g., library services); health care delivery; housing; work and program assignments; receiving and release; physical plant; etc. Conduct internal audits of ADA compliance and prepare corrective action plans. Conduct reviews of local institution operations, procedures, manuals, and accessibility issues to ensure ADA compliance. Conduct routine monitoring of the incarcerated persons appeals process to identify problems associated with timeliness, screening decisions, responses, etc. Work closely with the appeals coordinator to ensure interim accommodations are addressed. Work with C&PR to ensure ADA mandates are met specific to the tracking of disabled incarcerated people; the transition to parole process; and BPH proceedings. Ensure accurate and timely document production for monitoring/compliance review. Ensure the Institution maintains a contract for wheelchair repairs and sign language interpreter services as well as a record of use of these services. Perform other duties as assigned/required to ensure the institution's compliance with Federal and State laws and Departmental policies and procedures involving the ADA.
10%	Plan, organize, direct, and evaluate the activities of the Programs Division. Resolve difficult administrative problems in planning and directing the work of staff. Participate in the planning of, and provide supervision for projects conducted in the areas under the span of control of the division.
10%	Supervise, train, and evaluate the work of the C&PR, the Records department and the Educational and Vocational Programs staff for SCC. Interview, monitor, and recommend the hiring of staff and assure that all efforts have been exhausted to achieve a balanced work force. Plan, organize, direct, and evaluate the work and performance of employees in the Programs Division. When appropriate, take or recommend action with respect to their work performances for those directly supervised. Evaluate and recommend needed training for staff.
10%	Work closely with the Institution's Litigation Coordinator to monitor the status of all health care related class actions. Assist the Chief Medical Executive (CME) in the coordination and monitoring of all court imposed remedial plans, settlement agreements or orders. Participate in the development and implementation of any required CAP related to health care litigation issues, ensuring all remedies identified on CAP are addressed as identified and in a timely manner. Ensure litigation prevention and provide assistance to the Warden and CME related to the review and completion of all CAP. Review all recommendations for new or revised policy and procedures. Consult with appropriate staff regarding the impact upon support, custodial and health services operation, and provide recommendations to the CDW.
5%	Ensure completion of routine written assignments in the division as required (i.e., performance reports, DOM Supplements and Operational Procedure revisions, Duty Statement revisions, Appeals, as well as other assignments). Review Incident Commander's First Level critique of Use of Force Packages that occur on Facility C as well as First Level Manager's Review by the Facility Captain. Conduct Second Level Manager's Review of Use of Force Packages. Maintain fiscal responsibility for the budget assigned to Programs Division. Conduct periodic in-house audits. Ensure compliance with departmental and institutional policies and procedures which pertain to incarcerated person discipline through supervisory review.
5%	Responsible for the ASU through the supervision of the Facility C Captain. Ensure compliance with all regulations pertaining to ASU. As a member of the institution's classification and disciplinary committees, assume major responsibility for evaluating and determining the proper classification, individual program, and disciplinary action for each incarcerated person. Serve as the Administrative Liaison for PIA maintaining a cooperative working relationship with officials and staff to ensure a unified program.
5%	Tour the areas of responsibility in the Programs Division as well as the institution as a whole to ensure cleanliness and safety of all areas. Talk to staff, monitor projects underway, audit compliance with departmental and institutional policy and procedures.

5%

Act for the CDW or Warden in their absence and participate as the Administrative Officer of the Day when scheduled. Maintain a safe and secure environment, following all safety and Universal Precautions, report unsafe equipment or situations and be knowledgeable of emergency and fire procedures.

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 Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-261-9645-005			
DIVISION / UNIT Central/Administration		CLASSIFICATION TITLE Correctional Administrator, DOC			
		WORKING TITLE Associate Warden, Central Division			
		TIME BASE / TENURE PFT	CBID M06	WWG E	COI Yes ☒ No ☐
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 3/18/2026	
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 primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated individuals, to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated individuals in the Conservation Camp Program. SCC administers 27 male camps located throughout the State of California.					
GENERAL STATEMENT					
Under the general direction of the Chief Deputy Administrator, CP, CEA, also known as the Chief Deputy Warden (CDW), the Correctional Administrator, DOC, also known as Associate Warden Central Operations (AWCO) plans, organizes, directs, and evaluates the correctional program consisting of Facility A and Facility B, the Main Plaza Offices (Custody Captain and Watch Office), Personnel Assignment, Inmate Assignment, Visiting, Inter-facility Transportation and Transportation, and Central Control. The AWCO shall serve as the Health Care Access (HCA) Liaison Administrator. While in this capacity he/she will organize, implement and					

maintain a custodial program to ensure access to medically necessary health care. He/she shall also serve as the Coleman Coordinator and the Prison Rape Elimination Act (PREA) Compliance Manager. This position shall also coordinate and maintain the Staff Substance Abuse Testing Program, and serve as the Heat Pathology Coordinator. The AWCO is the Security Threat Group (STG) Coordinator, and shall also maintain oversight of the Men's Advisory Council (MAC) groups on Facilities A and B.

% 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.
20%	Act as liaison between health care and custody to ensure programs are adhered to by the appropriate health care and custody staff. Establish and co-chair with the Chief Executive Officer (CEO) (or designee), on an ongoing basis, a joint custody administrative, and health care quality management committee designed to improve health care services, delivery, and resolution of relevant issues. Attend all meetings, discussions, and forums on issues impacting correctional support/custodial operations of HCS, focusing on improving access to care, delivery of quality care, and resolution of relevant issues. Participate in the California Correctional Health Care Services Division (CCHCSD) and Institution Quality Management Committee (QMC) meetings, monthly Emergency Medical Response Review Committee (EMRRC) and Suicide Prevention Committee. Attend regular scheduled meetings, (i.e., Sick Leave meetings, Return to Work meetings, UOF meetings, Space Review meetings, Citizen's Advisory Council (CAC) meetings, Safety meetings, etc.). Chair the Institution Classification Committee when needed. Attend conference calls as scheduled. Chair division meetings for Central Operations. Attend departmental meetings and training as scheduled. Meet with the MAC on Facilities A and B monthly. Review and evaluate recommendations for Off Reservation Work Details and Emergency Firefighting Clearances.
20%	Responsible for assuring timely incarcerated people access to Health Care Services (HCS) by facilitating coordination between custody, administration, and health care operations. Monitor compliance with priority medical ducat policies and procedures and reviews inmate assignments and ducat schedules to ensure they provide incarcerated people access to HCS; monitor 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 (CAP). Coordinate with the Custody and Facility Captains to review the 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 HCS.
10%	Coordinate with the HCA Captain, Supervising Registered Nurse II, and CEO 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. Responsible for ensuring timely/cost effective health care operations associated with specialty clinics.
10%	Provide direct supervision of three Captains and one Office Technician. Direct supervision includes completion of their performance appraisals, training, ensuring all TIC's are completed, ensuring all managers are flexing their schedules to tour First and Third Watches monthly, approving/disapproving request for time off, etc. Ensure completion of routine written assignments in your division as required (i.e., performance reports, DOM Supplement/Operational Procedures revision, Camp specific Memorandum of Understanding, Duty Statement revisions, appeals), and all other assignments given to you.
5%	Ensure compliance with departmental/institutional policies and procedures pertaining to incarcerated people's discipline through tracking and supervisory review. Serve as Chief Disciplinary Officer for Facilities A and B.
5%	Coordinate with the Institution's Litigation Coordinator to monitor the status of all health care related class actions. Assist the Chief Medical Executive (CME) in the coordination and monitoring of all court imposed remedial plans, settlement agreements or orders. Participate in the development and implementation of any required CAP's related to health care litigation issues, ensuring all remedies identified on CAP's are addressed as identified and in a timely manner. Review all recommendations for new or revised policy/procedures. Consult with appropriate staff regarding the impact upon support, custodial and health services operation, and provide recommendations to the CDW. Act and serve as the liaison between the Institution, HCS, and Associate Warden of Business Services, and CME to ensure effective communication and resolution of business related issues

	occurring within HCS. Assist the CME in the coordination of fiscal reviews. Work with the Institution's Employee Relations Officer and health care supervisors as needed to resolve employee relations issues related to health care staff. 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%	As the STG Coordinator, provide managerial oversight of the STG identification, prevention, and management program. Ensure staff training and follow up training on the provisions of the STG Program. Monitor institution compliance with the STG Program.
5%	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 people 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.
5%	Responsible for managing the movement and transportation of all incarcerated people within SCC to outside transports such as permanent transfers to other institutions, necessary transports to the courts, and medical transports.
5%	Plan, organize, direct, and evaluate the activities of Central Operations. Work closely with staff during incarcerated people incidents and lockdowns, and advise the CDW/Warden relative to lockdown plans and Use of Force incidents. Monitor the Camp pipeline and all critical assignments during lockdowns/modified programs. Supervise, train, and evaluate the work of staff engaged in the above activities and when appropriate, takes or recommends action with respect to their work performance. Resolve difficult administrative problems while planning and directing work of staff.
5%	Ensure completion of routine written assignments in your division as required (i.e., performance reports, DOM Supplements/Operational Procedure revisions, Duty Statement revisions, Appeals, and all other assignments given to you). Maintain fiscal responsibility for the budget assigned to Central Operations. Conduct periodic in-house audits. Tour areas of responsibility both within your Division and the institution as a whole; talk to staff, monitor projects underway, audit compliance with departmental/institutional policy and procedures, and ensure overall cleanliness and safety of all areas.
5%	Acts for the CDW/Warden in their absence and participates as the Administrative Officer of the Day when scheduled. Maintain a safe and secure environment, following all safety and Universal Precautions, report unsafe equipment or situations and be knowledgeable of emergency and fire procedures.

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 Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-261-9645-003			
DIVISION / UNIT Camps/Administration		CLASSIFICATION TITLE Correctional Administrator, DOC			
		WORKING TITLE Associate Warden, Camps			
		TIME BASE / TENURE PFT	CBID M06	WWG E	COI Yes ☒ No ☐
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 3/18/2026	
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 primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated people in the Conservation Camp Program. SCC administers 27 male camps located throughout the State of California.					
GENERAL STATEMENT					
Under the general direction of the Chief Deputy Administrator, CP, CEA, also known as Chief Deputy Warden (CDW), the Correctional Administrator, DOC, Camp Division has the overall responsibility for the management of 31 conservation camps and the camp office. Supervise, train and evaluate the work of one Captain, AI, one Office Technician (Typing) and one Associate Governmental Programs Analyst. Additionally, this position shall serve as the Emergency Planning and Intelligence Section Chief during emergencies, shall oversee the Camp Transportation Department, is the Administrative Liaison between the California Department of Forestry and					

Fire Protection (Cal-FIRE) and Los Angeles County (LACO) Fire Department, oversees the Camp Telestaff and In-Service Training sections and is the Chief Disciplinary Officer (CDO) for the Camp program.

% 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%	Supervise through subordinate staff one Captain, two Correctional Counselor IIs, 16 Camp Commanders, an Office Technician, a Staff Services Analyst/Associate Governmental Program Analyst, and a Liaison Lieutenant. Supervision includes completion of performance appraisals, training, ensuring all assignments are completed, and approving/disapproving requests for time-off, etc. Supervise, train and evaluate the work of staff within the Camp Division, and when appropriate, take or recommend action with respect to their work performance. Resolve difficult administrative problems, in planning and directing work of staff.
20%	Attend regular scheduled meetings (i.e., Sick Leave meetings, Return to Work meetings, Use of Force meetings, Space Review meetings, Citizen's Advisory Committee meetings, Safety meetings, etc). Chair Institution Classification Committee when needed. Attend conference calls as scheduled. Attend departmental meetings and training as scheduled.
10%	Maintain frequent contact with Cal-FIRE and LACO personnel relative to camp operations. Tour the camps on a regular basis. Talk to staff, monitor projects underway, audit compliance with departmental and institutional policy and procedures, and ensure overall cleanliness and safety of all areas. Respond to camp incidents/escapes, as needed.
10%	Ensure completion of routine written assignments in your division as required (i.e., performance reports, DOM Supplement/Operational Procedures revision, Camp specific Memorandum of Understanding, Duty Statement revisions, appeals), and all other assignments given to you.
10%	Serve as the Chief Disciplinary Officer for the Camp Division to ensure compliance with departmental and institutional policies and procedures pertaining to incarcerated people's discipline through tracking and supervisory review.
10%	Maintain fiscal responsibility for the budget assigned to the Camp Division. Oversee Camp Management audits. Ensure compliance of all corrective action plans.
5%	Act for the CDW/Warden in their absence and participates as the Administrative Officer of the Day when scheduled. Maintain a safe and secure environment, following all safety and Universal Precautions, report unsafe equipment or situations and be knowledgeable of emergency and fire procedures.

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 Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-261-9645-001			
DIVISION / UNIT Business Services/Administration		CLASSIFICATION TITLE Correctional Administrator, DOC			
		WORKING TITLE Associate Warden, Business Services			
		TIME BASE / TENURE PFT	CBID M06	WWG E	COI Yes ☒ No ☐
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 3/18/2026	
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 primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated people in the Conservation Camp Program. SCC administers 27 male camps located throughout the State of California					
GENERAL STATEMENT					
Under the general direction of the Chief Deputy Administrator, CP, CEA (also known as the Chief Deputy Warden), the Correctional Administrator, DOC, Business Services, plans, organizes, directs, and evaluates Business Services programs which consists of Food Services, Plant Operations, Fire Department, Service Station, Personnel, Accounting, Procurement, Mailroom, Budgets, and indirectly Information Systems. The position directly supervises the Correctional Plant Manager II, Correctional Business Manager I, Institution Personnel Officer, Fire Chief, and an Office Technician. Additionally, this position shall act as the Equal Employment					

Opportunity (EEO) Coordinator and oversee Strategic Offender Management System (SOMS), Employee of the Month, DST/21st Century, Cal-Card Coordinator, Respiratory Protection Program Administrator, Sustainability Coordinator, and the Employee Tuberculosis Site Administrator. This position has been designated as a Restricted Department Operations Manual (DOM) holder. It is your responsibility to familiarize yourself with DOM section 12010.13.2 Restricted DOM: Issuance and Responsibilities of Holders.

% 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%	Plan and administer the plant operations, food services, and fire and safety programs. This includes directing program supervisors in the maintenance of facility, grounds, equipment, automotive, and utilities; development of major and minor capital outlay projects; management of incarcerated individual's feeding operations; and operations of the fire and safety programs. Monitor and evaluate program functioning and resolves difficult administrative problems that may involve other institutional programs, local governments, and/or State control agencies.
30%	Plan and administer the business management programs. Through subordinate supervisors, direct the personnel hiring, payroll, and benefit programs; oversee the fiscal planning, monitoring, and accounting operations; manage the procurement and warehousing programs including the canteen, laundry, mailroom and clothing room operations; and provide direction for communication and computer systems. Monitor and evaluate program functioning. Provide leadership in resolving difficult administrative problems. Give guidance and direction to the Personnel Officer in carrying out the functions of interviewing and hiring of staff, delegated testing, preparation and maintenance of personnel records, preparation, submission and maintenance of staff payroll and benefits, and overall good personnel management.
20%	Attend regularly scheduled meetings, Sick Leave meetings, Return to Work meetings, Use of Force meetings, Space Review meetings, Citizen's Advisory meetings, Safety meetings, etc. Chair Institution Classification Committee (ICC) when needed. Attend conference calls as scheduled. Chair division meeting for Business Services weekly. Attend departmental meetings and training as scheduled.
10%	Ensure completion of routine written assignments in your division as required, (i.e., performance reports, DOM Supplement/Operational Procedure revisions, Duty Statement revisions, monthly budget reports, and all other assignments given to you). Maintain fiscal responsibility for the budget assigned to Business Services. Conduct periodic in-house audits.
5%	Tour areas of responsibility in your area as well as the institution as a whole. Talk to staff, monitor projects underway, audit compliance with departmental and institutional policy and procedures, and ensure overall cleanliness and safety of all areas.
5%	Acts for the Chief Deputy Warden or Warden in their absence and participates as the Administrative Officer of the Day when scheduled. Maintain a safe and secure environment, following all safety and Universal Precautions, report unsafe equipment or situations and be knowledgeable of emergency and fire procedures.

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