

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CENTINELA STATE PRISON (CEN)		POSITION NUMBER (Agency-Unit-Class-Serial) 403-225-8434-910		MCR / HCR	
DIVISION / UNIT Division of Adult Institutions / California Department of Corrections and Rehabilitation		CLASSIFICATION TITLE Self-Help Sponsor			
		WORKING TITLE Self-Help Sponsor			
		TIME BASE / TENURE TI	CBID R20	WWG	COI Yes ☐ No ☒
LOCATION Centinela State Prison- All Facilities		INCUMBENT		EFFECTIVE DATE 2/16/2024	
CDCR'S MISSION and VISION					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Under the general direction of the Community Resources Manager, the Self-Help Sponsor acts as a sponsor to incarcerated persons who voluntarily participate, on their own time, in socially acceptable group activities within the institutional system; to supervise, assist, and guide incarcerated persons while sponsoring such incarcerated person group activities; and to promote acceptable attitudes and behavior of incarcerated persons supervised; and to do other related work.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Facilitates the rehabilitation of incarcerated residents with inspiration by supervising group activities and promoting socially acceptable attitudes and behavior.					
% 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%	Sponsors incarcerated persons group activities within the institution grounds, such as indoor/outdoor games and sports, dramatics, lectures, entertainment, 12-Step programs, and special interest clubs.				
35%	Take complete charge of and is responsible for all activities within the designated area and for the time period allotted to such activities. Secure space, equipment, materials, and other items necessary to carry out the functions of the activity.				
25%	Takes periodic counts of incarcerated persons when required; secures all activity areas when not in use; promotes acceptable attitudes and behavior of incarcerated persons supervised; and inspires the cooperation of incarcerated persons .				
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.				

QUALIFICATIONS: Employment in a State correctional institution.

KNOWLEDGE AND ABILITIES: Organization and functions of the institution, rules, guidelines, and procedures regarding incarcerated person self-help group activities; principles and techniques of group sponsorship; methods used in supervising incarcerated persons; employment conditions in a voluntary additional assignment.

ABILITY TO: Work with and inspire the cooperation of incarcerated persons; supervise group activities; promote socially acceptable attitudes and behavior.

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

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

Constantly: Involves 2/3 or more of a workday

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

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

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

Walking: Occasionally - walks to other offices to attend meetings, or to the various facilities to perform inspections, or to speak with staff.

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

Lifting: Occasionally - may lift office supplies and files.

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

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

Reaching in Front of Body: Frequently - reaches forward to access a computer terminal or operating a photo copier.

Reaching Overhead: Occasionally - may reach overhead for shelves or files.

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

Balancing: N/A

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

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

Crawling: N/A

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

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

Driving Cars/Trucks/Forklifts or Other Moving Equipment: N/A

Hearing/Speech: Necessary for interfacing with institutional staff and incarcerated persons.

Sight: Necessary to review correspondence and files.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee works indoors in a thermostatically controlled environment. The floors for performance of all duties are linoleum.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The employee utilizes a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter and the usual office supplies.

COMMENTS: Work hours are varied, Monday through Friday, with possibility of an alternate work schedule. Information for this job description was obtained by reviewing the California State Personnel Board Specification and by observation of the duties as they are currently performed.

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

Sexual Harassment Policy:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010

Initial: _____

Code of Conduct:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated persons and wards, families of incarcerated persons and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial:

Incompatible Activities:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial: _____

SPECIAL REQUIREMENTS

CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated residents, visitors, nonemployees and employees shall be made aware of this.

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