

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☒ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM DAI, Headquarters, Region I		POSITION NUMBER (Agency-Unit-Class-Serial) 065-205-9901-938	
DIVISION / UNIT Division of Adult Institutions		CLASSIFICATION TITLE Correctional Counselor II (Specialist)	
		WORKING TITLE Litigation Coordinator	
		TIME BASE / TENURE PFT	CBID R06
LOCATION Region I – Elk Grove, CA		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.			
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 Litigation Coordinators will screen, audit, respond to and advise management of all litigation issues pertaining to the CDCR.			
GENERAL STATEMENT			
Under the general direction of the Regional Associate Warden, the Litigation Coordinator performs as primary liaison and resource person to the Division of Adult Institutions Facility and Program Operations, Office of the Attorney General (OAG), CDCR's Office of Legal Affairs (OLA), District Attorney's Offices, Public Defender's Offices, private attorneys, Prison staff, and the Courts regarding all litigation matters of the prisons. Assists the institution litigation coordinators when needed with attorney clearances, scheduling legal visits and legal calls as requested/court ordered; response to subpoenas and court orders, production of documents, response to interrogatories, processing lawsuits, representing CDCR and institution staff in Small Claims matters, and testifies during Pitchess motions as the custodian of record.			
% 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.		
25%	Provide assistance, support and guidance to the institution Litigation Coordinators located within the region relating to CDCR related civil litigation, court mandated deadlines, document production to the courts and incarcerated person's attorneys and court orders issued that could affect the institution and incarcerated population. Monitor needs and deadlines to ensure all completed timely and thoroughly.		

20%	Assist in onboarding newly assigned institution Litigation Coordinators to ensure proper training on processes and procedures is provided. Field daily process inquiries and requests for assistance from the Institution Litigation Coordinators to ensure timely and consistent responses provided statewide.
20%	Review any newly in place and upcoming Assembly Bills, Senate Bills, Laws and Penal Code changes to determine impact on the institution litigation coordinator office workload and processes. Maintain observation of in place policy, procedure and regulation to identify any changes required in order to be in line with in place AB, SB, Laws and Penal codes.
15%	Identify any litigation issues that could impact CDCR statewide and elevate in order to ensure address properly. Ensure proper and inclusive Data Preservation processes are in place at each institution.
10%	Act as liaison between CDCR Office of Legal Affairs and Office of the Attorney General relating to pressing and time sensitive matters when the institution Litigation Coordinator is not available.
5%	Participate in 40 hours of In-Service-Training annually
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, nonemployees 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

- Example: 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
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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
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