

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Administrative Services		POSITION NUMBER (Agency-Unit-Class-Serial) 065-573-4801-XXX		MCR / HCR 2
DIVISION / UNIT Human Resources Strategic Policy & Compliance Headquarters Classification & Hiring		CLASSIFICATION TITLE Supervisor II		
		WORKING TITLE Supervisor II		
		TIME BASE / TENURE P/FT	CBID S01	WWG E
LOCATION Sacramento, 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 mission of Human Resources is to provide a positive employee experience through the delivery of excellent customer service. Our goal is to have a trusted human resources management program that is service-oriented and policy compliant to: recruit and retain top talent, provide meaningful wellness programs, empower professional development, create innovative solutions to deliver a diversified high performing workforce.				
GENERAL STATEMENT				
Under the direction of the Manager II, Strategic Policy & Compliance (SPC), the Supervisor II provides leadership and mentoring to Supervisor Is and indirect Analysts to plan, organize, and direct the Headquarter Classification & Hiring (HCH) section, providing personnel liaison (PL) and management, hiring and recruitment, certification, and classification and pay (C&P) services to programs				

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within the Department. The Supervisor II works in collaboration with other Supervisor IIs in HCH and Human Resources (HR) to ensure uniform procedures in the administration of the State's C&P plan and to ensure compliance with personnel laws, rules, policies and procedures; provides advice and expert consultation to top level managers and executive staff on sensitive and complex hiring and recruitment matters; sets goals, monitors staff performance, and directs staff toward achieving the Department's goals of workforce excellence and organizational effectiveness; and models and instills the Department's core values of integrity, accountability, justice, collaboration, and employee well-being; provides guidance to management, participates as a member of the HCH management team, and acts in the absence of a Manager II as necessary.

% 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%	Responsible for effectively directing PL and C&P services and activities of the HCH Section. Develops workforce excellence by providing quality supervision, training, and guidance to managers and staff. Interprets civil services laws, rules, regulations, policies, and procedures to ensure personnel actions are appropriate and legal. Reviews workload tracking reports and performance measures to gauge program success, identifies areas of excellence and deficiency, and identifies staff training needs. Plans and distributes workload, reviews the work of staff, and sets priorities. Plans, organizes, and directs the technical certification functions for the Department and ensures the Department's adherence to legal requirements and professional standards pertaining to certification of hiring lists.
30%	Provides advice and expert consultation to top level managers and executive staff regarding sensitive and complex personnel management, hiring, recruitment, and certification laws and rules, and other PL and C&P matters. Meets and consults with program staff and management to discuss and identify hiring and recruitment needs, to include consultation on the hiring process from start to finish and makes recommendations to facilitate organizational effectiveness. Facilitates communication among various programs (i.e., Office of Legal Affairs, Office of Labor Relations, Budget Management Branch, Accounting, etc.) regarding various hiring issues.
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. Represents the Department at meetings, conferences, and/or public hearings related to the hiring, and certification needs of the Department; establishes and maintains positive working relationships with various control agencies; and serves as a subject matter expert on hiring, certification, PL and C&P issues with the Office of Labor Relations and Office of Legal Affairs.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and provide/receive training in a timely and appropriate manner; accurately report time and submit timesheets by the due date. Participates as a member of the SPC management team; attends and conducts staff meetings, recruits and selects staff, fosters staff development, approves and denies leave requests, evaluates staff performance, and approves, recommends, and takes disciplinary action as necessary; acts in the absence of a Manager II as required; and performs other job-related work.

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 people, visitors, non-employees, and employees shall be made aware of this.		
CONSEQUENCE OF ERROR		
Consequences of error may result in significant hiring delays in program production and/or potential illegal hires which may cause a loss of delegation. 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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
<i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE