

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM SALINAS VALLEY STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 936-261-1728-001		MCR / HCR	
DIVISION / UNIT ADMINISTRATION/ WARDEN'S OFFICE		CLASSIFICATION TITLE EXECUTIVE ASSISTANT			
		WORKING TITLE EXECUTIVE ASSISTANT			
		TIME BASE / TENURE PFT	CBID R04	WWG 2	COI Yes ☐ No ☐
LOCATION		INCUMBENT		EFFECTIVE DATE	

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

GENERAL STATEMENT

Under the direction of the Warden, the Executive Assistant provides confidential administrative and secretarial support services and analytical support regarding a variety of sensitive and complex issues. The majority of duties are carried out independently, utilizing initiative and sound decision-making.

% 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%	Acts as a liaison between the Warden, the executive and institutional staff regarding sensitive departmental and personnel issues. The Warden sits as a member on various committees and task force groups concerning state labor relations issues. The Executive Assistant types, files and maintains all such documents generated by the Warden. Establishes and maintains confidential and administrative files and logs, including adverse actions and grievances, Etc. Also types and coordinates correspondence regarding directives and letters in various matters. Determines what requires direct/or immediate attention from the Warden. Reviews incoming documents, provides assistance and assembles information and briefing packets for the Warden. Take dictation and transcribes correspondence and documentation on a variety of sensitive and confidential issues. Develops responses, screens, and/or redirects correspondence and phone calls from Headquarters, legislators and the public departmental administrators, incarcerated persons family members, other institutions and community agencies relating to institutional operations. Reviews documents and correspondence prepared by institutional staff for completeness, format accuracy and composition. Compiles, collects, assembles and provides information, publications, procedures and resource documents for use by the Warden at Executive Staff Meetings, Citizens Advisory Committee meetings and personnel meetings. Screens special reports and studies submitted for Warden's review and action such as self appraisal reports for exams, lockdown status, investigations, hiring packages, Plan of Operations, etc. Responsible for implementation and maintenance of Administrative Officer of the Day (AOD) schedule, weekly update of AOD book, Escape Report, Operations.

30%	Ensures compliance with due dates, reports and assignments on computerized tracking systems designated by the Warden and his staff. Develops and maintains logging and tracking systems to monitor all incoming, outgoing mail and documents to and from the Warden, such as Adverse Actions, internal affairs, personnel documents, correspondence, reports, etc. Screen and evaluate complaints from staff and incarcerated persons including assigning the appropriate Division Head. Composes letters on issues such as meeting notices, request for information from institution staff and other institutions. Ensures information requested is in compliance with the request. Responsible for the direct supervision of two incarcerated person workers, which include daily logging and monthly submission of incarcerated person time cards and payroll sheets.
10%	Responsible for overall office management procedures, including the design and implementation of control systems and forms and creation of computerized systems for efficient processes for tracking assignments, deadlines and overdue assignments. Develops schedules, coordinates and conducts all clerical support meetings/training to provide direction and training as necessary to clerical staff within the institution such as computer training, development and maintenance of the Secretarial Handbook. Provide secretaries with ongoing support, information and assistance and act as lead in the absence of supervisors. Participates in the hiring process for clerical staff by sitting in on interviews, providing input into clerical staff evaluations and making recommendations to the Warden regarding clerical personnel and procedural changes to improve workflow within the institution.
10%	Maintain Warden's calendar on computerized systems and compiles daily agenda for Warden's use. Provides scheduling and confirmation of meetings, conferences, committees and briefing with Warden. Maintains conference room schedule. Makes all travel arrangements for the Warden and prepares and processes all travel claims.
10%	Acts as backup and support for the Administrative Assistant to the Warden. In the absence of the Administrative Assistant, reviews and researches information and inquiries from Institution Division and local media and relays information and/or findings to the Warden. Assists the Administrative Assistant by researching and compiling information for media and Headquarters replies as needed.
5%	Other duties as required. Acts as the scribe for the Emergency Operations Center during Disturbance Control exercises.

SPECIAL REQUIREMENTS

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

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 time line 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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