

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 394-231-5571-001		MCR / HCR 1	
DIVISION / UNIT Education		CLASSIFICATION TITLE Television Specialist			
		WORKING TITLE Television Specialist			
		TIME BASE / TENURE Perm/ FT	CBID R01	WWG 2	COI Yes ☐ No ☒
LOCATION Crescent City, CA		INCUMBENT		EFFECTIVE DATE 01/01/2026	
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.					
DIVISION OVERVIEW					
You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.					
GENERAL STATEMENT					
Under the direct supervision of the Supervisor of Academic Instruction or Supervisor of Vocational Instruction, and the second-line supervision of the Supervisor of Correctional Education Programs, the Television Specialist (TVS) plans, organizes, creates, directs and performs technical and professional work in connection with the writing and production of television, print, and video tape-recorded programs.					

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% 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%	Products, sound recording, editing, dubbing, audio mixing, staging, lighting, on-site and/or studio productions and messages to the incarcerated populations; conducts subject research and develops scripts based on the most effective method of presentation; develops approach and production methods necessary to produce continuity and required story lines; directs the technical and artistic development of television programs including the preparation of narration, dialogue, sound effects and music as required in the production; performs creative editing; selects and directs film cast, narrators or other personnel involved in a production; conducts still photography and processing; performs video recording of instruction and demonstrations to supplement education and rehabilitation efforts.
30%	Collaborates with staff and management and coordinates/implements rehabilitative television distribution programs and media production using equipment, technology, software, and systems used within the media center; establishes positive relationships and coordinates contacts with internal and external agencies. Principal and other stakeholders; coordinates with the Teacher, High School, Physical Education, C.F. (Coach) regarding television distribution of recreational videos, reviews and implements requests for information to be placed on TV systems; serves as a liaison regarding television distribution and programming; assists the institutional In-Service Training (IST) unit to produce, program, and present IST Programs over television system. Oversee the production and distribution of institution-wide signage at the request of institution departments with the approval of the Supervisor of Correctional Education Programs. Assists the institution with providing music, audio, and video recordings of special events to include institution school graduations, local college graduations, institution Community Partnership Office graduations, and Employee Appreciation Day. Responsible for documenting and maintaining all video and photographic materials relevant to the Western Association of Schools and Conferences (WASC) accreditation for the institution school.
25%	Maintains security of the media center tools and equipment on the work site; prepares and submits equipment inventories and status reports of broadcast schedules, messaging video recording sessions, and other documents as required; produces copies of video files and video DVDs; schedules preventative maintenance, upgrades and replacement of supplies and equipment, as needed; installs, calibrates, operates and maintains video production equipment; troubleshoots problems and perform minor repairs; supervises assigned IPs; provides formal and on-the-job training for production techniques, operation and equipment maintenance to appropriate workers; orders, controls, and coordinates the use of supplies, materials, videos, and equipment. Responsible for the supervision of two or more IPs assigned to the Education Offices; interviewing, hiring, firing, and progressive discipline for the IP clerks. Provide on-the-job training and direction. Prepare work performance reports and IP timekeeping. Adhere to the Institutional Worker Special Pay (IWSP) guidelines while supervising IPs. Record and maintain accurate time worked by IPs via the Strategic Offender Management System. Supervises and assists in the supervision of IPs organized media programs.
10%	Participates in conferences, seminars, training, and staff meetings; remains current with new developments in the professional work of television production; meets institutional training obligations; performs other duties as assigned. Meet institutional training obligations and attend all Education Department Staff meetings. Other duties as required. Perform administrative duties including, but not limited to adhering 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	

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- 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

- 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

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