

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations		POSITION NUMBER (Agency-Unit-Class-Serial) 061-157-9691-604			
DIVISION / UNIT Executive, Field Operations		CLASSIFICATION TITLE Chief Deputy Administrator, Correctional Program, CEA			
		WORKING TITLE Chief Deputy Regional Administrator, Central Region			
		TIME BASE / TENURE FT/Non-tenured	CBID M06	WWG E	COI Yes ☒ No ☐
LOCATION Sacramento County		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. CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.					
DIVISION OVERVIEW					
The Division of Adult Parole Operations is responsible for protecting the community by enabling parole agents to play an active role in the local community's public safety plans and supporting the supervised population in their effort to successfully reintegrate into the community. The Division offers a wide range of programs and services and utilizes evidence-based tools to effect long-term behavior change for supervised individuals to earn an opportunity to discharge. The goal is to maintain gains during their parole period that will extend to post supervision. Following their release from incarceration, the Division supervises the most serious and violent persons in the state. The diverse population includes but is not limited to supervised persons with gang affiliations, persons sentenced to a life term, persons with mental illness, persons required to register pursuant to Penal Code 290, and <i>Armstrong</i> class members.					
GENERAL STATEMENT					
Under the administrative direction of the Assistant Deputy Director, Division of Adult Parole Operations (DAPO), the Chief Deputy Regional Administrator (CDRA) is responsible for field operations in an assigned parole region or DAPO headquarters. The CDRA provides managerial administrative oversight of field parole districts or DAPO headquarters support or re-entry units and may act on behalf of the Assistant Deputy Director as needed. The CDRA is a member of the DAPO Director's Executive Staff.					

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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%	Formulates high level policies and procedures for field or headquarters operations; coordinates the development and implementation of new programs; coordinates the region's Use of Force review sessions and implements corrective action related to the findings; analyzes growth and future staffing needs; and monitors/reviews staffing patterns, space, and equipment needs. Supervises Parole Administrator Is; provides administrative direction and policy interpretation to administrators and supervisors; prepares probation reports and annual performance appraisals; performs second level review of staff work; consults with administrators regarding grievances and adverse actions; provides orientation to new administrators; monitors/reviews training of administrators; and participates in employment interviews and selection of staff ensuring that the region or headquarters is in compliance with the Equal Employment Opportunity goals of the Department.
25%	Monitors reentry programs; directs audits to ensure compliance with policy; formulates objectives to facilitate the accomplishment of departmental goals; works with the Regional Parole Administrator or Assistant Deputy Director to administer the agreement on detainees and assure compliance with the Interstate Compact; communicates with supervised individuals and their families/friends to resolve problems and complaints; and acts as the DAPO Public Information Officer when needed. Assists with the planning and implementation of training programs; and evaluates staff for special assignments, promotions, and succession planning. Promotes the establishment of local collaborative committees in communities to which incarcerated individuals return; assists in the implementation of solutions specific to local and regional challenges facing incarcerated individuals; and works with various state and local agencies, the federal government, foundations and other non-profit groups, and community groups.
20%	Oversees and directs regional or DAPO headquarters operations; responds to contacts from the public, media, social services agencies, or law enforcement agencies; provides information to parole staff to facilitate public speaking and parole information sharing; meets with Legislators, local elected officials, local service providers, and others to effect and maintain cooperative and successful partnerships with local agencies, employers, and others interested in providing services to supervised individuals within the community; and makes presentations to parole staff and community agencies on critical issues in the field or headquarters on parole operation issues and policies.
10%	Travels to field parole offices and/or institutions to ensure consistent application of policies and procedures and standardization of operations.
5%	Personnel Management 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.
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 incarcerated individuals, visitors, nonemployees and employees shall be made aware of this.	

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- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

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