

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Ironwood State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 444-219-9608-001		MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions / Facility Operations		CLASSIFICATION TITLE Community Resources Manager, Correctional Institution		
		WORKING TITLE Community Resources Manager		
		TIME BASE / TENURE LT / PERM	CBID S20	WWG E
LOCATION Blythe, California		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				
Facility Operations Division is committed to ensuring the operation of safe and secure institutional settings, for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Prison Industry Authority, various community colleges and community program providers to provide meaningful rehabilitative programs throughout all institutions.				
GENERAL STATEMENT				
Under the specific direction of the Warden and the functional direction of the Director of the Division of Community Partnerships (DCP), the Community Resources Manager (CRM), is responsible for planning, organizing and directing the Community Partnership Program between the correctional institution, local community, and special interest groups.				
% 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%	Plans, organizes, and directs a program to develop, allocate, coordinate, and control all community resources within a correctional institution; makes resource availability/priority decisions within the institution; designs and implements new and innovative programs to benefit the incarcerated persons and institution. Assists in identifying, developing, and coordinating collaborative partnerships with local stakeholders, and facilitates continuity of services and transition from incarceration to community, which supports CDCR's reduction in recidivism strategies. Solicits community support and resources by contacting community leaders and agencies; makes presentations and follow-up visits; implements community-sponsored activities for incarcerated persons; develops and provides orientation and training of institutional staff; designs and implements special events designed to improve and maintain the relationship between the institution and various community stakeholders. Coordinates and serves as a liaison for the legislatively mandated Citizens' Advisory Committee, the Incarcerated person Family Council, Community Reentry Committees, and other civic organizations. Seeks program provider partnerships for and manages incarcerated person self-help programs, such as Alcoholics and Narcotics Anonymous; monitors CDCR contractors who provide approved grants, programs and services for incarcerated persons and visitors.
25%	Coordinates, monitors, and supports all religious programs. Prepares monthly chaplain duty schedules and timely job performance reviews. Is knowledgeable of the chaplain bargaining unit contract. Monitors the implementation of court-mandated religious services such as the provision of incarcerated person religious dietary needs. Oversees and monitors faith-based programs, program provider services, grants, and donations. Provides direction to incarcerated person/family service contract employees; monitors and evaluates service contracts; serves as liaison for incarcerated person/family service contractors to prison staff; monitors gate clearances and institutional contractor identification cards for incarcerated person/family service contractors and program providers.
10%	Supervises staff Self-Help Sponsors for Incarcerated person Activity Groups and faith-based programs. Directs and supervises program provider recruitment for institutional programs. Supervises program providers who assist with incarcerated person self-help, grant programs, and religious services. Coordinates and submits gate clearances for approval, ensures training requirements are met, and ensures other activities necessary for the service of program providers, assigned contract staff, and staff sponsors, are completed for the correctional setting.
10%	Maintains records on program activities. Coordinates the collection of program data, and meets data reporting deadlines. Documents, and evaluates number of incarcerated persons and hours provided to communities to determine cost savings; the number of incarcerated persons and hours provided for self-help and religious activities that support CDCR reduction in recidivism strategies. Oversees the institution's Community Partnership Rehabilitative Achievement Credit (RAC) and Milestone Programs, ensuring appropriate credit is being captured and issued within a timely manner. Reviews, approves, and updates all Department Operation Manual Supplements and Operational Procedures for the areas of responsibility of the Community Resources Manager.
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.
5%	Ensures that incarcerated person fundraising requests and community service projects using incarcerated person labor are consistent with CDCR regulations and California statutes. Negotiates contracts with public entities who wish to use incarcerated person support services. Monitors incarcerated person fundraising and community service projects approved by the Warden.
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 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>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