CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM		POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Richard J Donovan Correctional Facility		030-216-0743-002			1
DIVISION / UNIT		CLASSIFICATION TITLE			
		Groundskeeper, CF			
		WORKING TITLE			
Business Services Division Plant Operations Department – A and D Yards		Groundskeeper, CF			
		TIME BASE / TENURE	CBID	WWG	COI
			R12	2	Yes ☐ No ☒
LOCATION	REVISION DATE	INCUMBENT		EFFECTIVE DATE	
480 Alta Road, San Diego, CA 92179	3/1/2026				

CDCR'S MISSION and VISION

Mission
We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

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

Under supervision in a State Correctional Facility in the Department of Corrections, to do gardening and general grounds maintenance work; to maintain order and supervise the conduct of incarcerated workers, wards, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead, or supervise incarcerated workers, wards, or resident workers; and to do other related work.

GENERAL STATEMENT

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Supervising Groundskeeper II, staff will have the primary responsibility for providing services, supervises incarcerated crews in the planting, cultivation, propagating, transplanting, and caring for trees, shrubs, hedges, flowers, lawns, and various ground covers on A and D Yard and all areas outside the secure perimeter. Due to institutional need staff may be redirected to maintain or provide services throughout the institution. Your scheduled work hours are 0730 hours to 1530 hours Monday through Friday with Saturday, Sunday, and Holidays off. The position in which you are assigned has two (2) fifteen (15) minute rest periods but no lunch period. During the rest periods you are not to leave the job site, unless directed differently by your supervisor. Duties include but are not limited to the following:

% 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%	Supervise and instruct unskilled incarcerated workers in proper methods of mowing, weeding, planting, pruning, and caring of ornamental shrubs, lawns, flowers, and trees. Use proper methods and materials to safely control or eradicate common plant diseases and pests.
35%	Operate and do minor servicing or repairs of equipment and tools used on a regular basis for grounds maintenance, keep areas neat and orderly, and remove trash and other debris. Maintain lawn sprinkler systems and do repairs and adjustments as needed.

25%	Supervise incarcerated workers, including holding work cards, assign work, review, and counsel incarcerated workers regarding performance, write 115's as required, submit timecards, and pay sheets in a timely manner. Supervise up to ten (10) incarcerated individuals on a regular basis. If incarcerated individuals fail to report to work, you will contact the appropriate Work Change and Housing Unit, within 15 minutes, to determine the incarcerated individual's location. You will conduct random and unscheduled inspections of incarcerated individual work areas for potential escape material and contraband. In the event you are required to work at the outside areas or overtime, a positive count will be required.
05%	Participate in appropriate In-Service Training; perform other related duties as required for classification. When utilizing sensitive or confidential information, staff shall ensure that the information is not within view of other persons or incarcerated individuals. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive, or personal information into the workplace from outside of the institution. All office doors and confidential storage areas are to be locked when unattended. Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated individuals. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated individuals and/or the protection of personal and real property.

SPECIAL REQUIREMENTS

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

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