CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

☐ PROPOSED

POSITION DUTY STATEMENT - General

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Calipatria State Prison	178-261-4800-001			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Supervisor I			
	WORKING TITLE			
Division of Adult Institutions / Administration	Employee Relations Officer			
	TIME BASE / TENURE	CBID	WWG	COI
	FT / Perm	S01 (E48)	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
7018 Blair Rd. Calipatria Ca				

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

To uphold institutional safety and integrity while supporting staff and providing incarcerated individuals with access to education, healthcare, and rehabilitation programs that encourage responsibility, personal growth, and successful reintegration

GENERAL STATEMENT

Under the direction of the Warden, the Supervisor I – Employee Relations Officer is responsible for providing guidance and expertise to management and supervisors in areas involving employee performance and administration of the department's disciplinary process. Position may require frequent travel.

40%	Researches, analyzes, and advises management on institutional policy, i.e., interprets and advises of the proper application of Government codes, California Code of Regulations, Department Operations Manual, etc. regarding employee disciplinary process. Consults with and advises management and supervisors regarding employee work performance and discipline issues which include but are not limited to corrective action and/or adverse actions. Preparation and processing of formal adverse action packages and other non-punitive actions (e.g. rejections on probation, absent without leave) on a timely basis. Process notices of adverse actions into the required management and tracking system
35%	Participates in the settlement agreement process by being responsible for negotiating, writing and obtaining approvals for Stipulated Agreements. Represents the department at State Personnel Board (SPB) appeal hearings, including presentation of the case, witness preparation, cross examination, etc.; in cooperation with Legal Affairs Division staff, prepares written oral arguments and briefs on appeals to the SPB; interviews witnesses; assembles evidence. Responds to requests for information from the Attorney General, etc.; prepares or assists with the preparation of other written legal documents as needed (i.e. Writ of Mandate hearings, legal advocate briefs, etc.).
20%	Reviews and advises management on request for Administrative Time Off; obtains required approvals, prepares required memos/notices, and acts as liaison to headquarters. Provides timely updates to the required management and tracking system to accurately track and monitor staff placed on ATO. Develops and provides management/supervisory staff training on employee disciplinary matters. Participates in special work groups as required.
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. Other duties assigned that fall under the scope of

SPECIAL PERSONAL CHARACTERISTICS

- Ability to maintain and handle confidential matters with discretion
- Ability to use independent judgment and discretion to interpret and apply statutes, regulations, policies and procedures
- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems
- Ability to effectively communicate orally and in written format
- Ability to thoroughly analyze data and situations accurately to determine, recommend and implement effective and appropriate courses of action.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.
- Ability to establish and maintain project priorities to complete projects and assignments on time
- Ability to operate a personal computer to perform daily duties.
- Ability to present ideas and information effectively both orally and in writing
- Ability to consult with and advise administrators or other interested parties on the department's disciplinary process
- Ability to gain and maintain the confidence and cooperation of those contacted during work
- Ability to review and edit written reports
- Ability to develop and effectively utilize all available resources
- Ability to be punctual and maintain good attendance are essential

SPECIAL PERSONAL CHARACTERISTICS:

- Neat personal appearance; adaptability; emotional maturity and stability; tact; act independently; patience; flexibility and willingness to work irregular hours if needed.

ALL EMPLOYEES MUST HAVE GENERAL QUALIFICATIONS AS DESCRIBED BY CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 172 :

All candidates for, appointees to, and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class. Where the position requires the driving of an automobile, the employee must have a valid state driver's license, a good driving record and is expected to drive the car safely.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Supervisor I works indoors in a thermostatically controlled office with tile floors; however, he/she is exposed to outdoor weather conditions when attending meetings in other areas of the institution and when going to or leaving the work site.

CODE OF CONDUCT:
As an employee of the Department of Corrections and Rehabilitation, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Incompatible Activities: Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials, or time.

COMMENTS:
Information for this job description was obtained by reviewing the California State Personnel Board specification for the position and by observation of the duties as they are currently performed. Sexual Harassment Policy: Sexual Harassment is illegal. All staff is required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

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

- 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