CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial) / CLASSIFICATION TITLE			MCR / HCR
KERN VALLEY STATE PRISON	915-234-2952-205			1
DIVISION / UNIT	Librarian (Correctional Facility)			
Division of Adult Institutions California Department of Corrections & Rehabilitation/Kern Valley State Prison/Education Department	WORKING TITLE Librarian, CF			
	TIME BASE / TENURE P/FT	CBID R03	WWG E	COI Yes ☐ No ☒
LOCATION Kern Valley State Prison, Delano, California	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION and VISION

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drugfree, 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 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.

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 mission of the High Security institutions is to provide safe and secure housing for the most violent and dangerous males, while providing opportunities for them to successfully transition to lower levels of custody by accepting personal responsibility for their actions through behavior-based multi-level programming, and providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs. Under general direction in a State adult correctional institution, the Correctional Administrator will plan, organize, and direct a major institution program division, and perform technical or supervisory duties of comparable level; and do other related work.

The Librarian classification is used for positions which are assigned responsibilities that require application of the basic philosophy, principles, and theories of library service; evaluation of materials, information, and research; assessment of proposals; and ability to keep informed of and to evaluate studies and developments in the profession; to maintain order and supervise the conduct of incarcerated persons; to protect and maintain the safety of persons and property; and to do other related work.

GENERAL STATEMENT

Under the supervision of the Supervisor of Vocational Instruction (SVI), or Supervisor of Academic Instruction (SAI), and/or the Supervisor of Correctional Education Programs (SCEP), the Librarian is responsible for selection and procurement of a wide selection of books, newspapers, and periodicals required for the library. Additionally, under Section 2600 of the Penal Code the institution is required to provide incarcerated person accessibility to the court, which is interpreted as providing legal reference materials and periodicals.

The Librarian must have knowledge of the principles, trends, and practices of professional library work; understand modern library methods, techniques, terminology, standard reference materials, library tools, guides, and indexes, as well as library purposes and organization.

% 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%	Interviewing, training, and supervision of incarcerated person library workers and maintenance of timekeeping records under work incentive program. Directly oversees the safe and efficient operation of their specified library or libraries and provides incarcerated person access to the library content and materials. Assists incarcerated persons as needed with appropriate resource information. Directs, and trains the LTA and or incarcerated person clerk. Maintains accurate documentation of incarcerated person library visitation times as required for various compliance measures. Assign, plan, and supervise student work; maintain tool and computer control and accountability of tools, equipment, and any hazardous materials; assign clean-up duties and inspect the classroom for cleanliness and security concerns. Maintain accurate daily incarcerated person timekeeping. Maintain order and supervise the conduct of incarcerated persons committed to the CDCR. Prevent escapes and injury by incarcerated persons to themselves, others, or property. Maintain security of working areas and materials/tools.
35%	Assists the Senior Librarian in the development and maintenance of the library collection. Provides professional recommendations for new and replacement material. Original cataloguing of library materials. Prepares and submits appropriate purchase request(s). Conducts research and or legal content requests as appropriate. Reference work.
10%	Ordering and processing of new library materials including books, newspapers, periodicals, and audio-visual materials. Maintenance of the inter-library loan circulation system.
10%	Maintains order and supervises the conduct of incarcerated persons; prevents escapes and injury by incarcerated person to themselves, to others or to property. Maintains security of working areas, work materials, and equipment; inspects the library for contraband such as weapons and illegal drugs.
5%	Assist in the selection and training of library staff and coordinate with specific management staff regarding the library's implementation and operation. Attends all institution and librarian training that may include traveling to other institutions and headquarters in Sacramento.
5%	This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing as appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner. 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. Attend In-Service Training, receive On-the-Job Training as mandated and perform additional duties as required.

SPECIAL PERSONEL 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 prison incarcerated persons, visitors, nonemployees 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 time line 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