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	030-261-4800-003	2

DIVISION / UNIT	CLASSIFICATION TITLE			
	Supervisor I			
	WORKING TITLE			
Administration - Employee Relations Office	ERO Analyst			
	TIME BASE / TENURE	CBID	WWG	COI
		E48	E	Yes ☒ No ☐

LOCATION	REVISION DATE	INCUMBENT	EFFECTIVE DATE
480 Alta Road, San Diego, CA 92179	1/1/2026		

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 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 TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections & Rehabilitation and California Correctional Health Care Services has joined the Government Alliance on Race and Equity (GARE). This path forward will provide our departments with the strategies and tools needed to advance a diverse and inclusive workforce and embodies our common core values: Service, Leadership, Integrity, Accountability, Respect, Trust, and Collaboration.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

This series specification describes program supervision and management classifications used throughout state service in the administration of state programs, including a wide variety of departmental program areas, administrative functions, budgeting, planning, training, management, regulatory and legislative functions, human resources, and policy analysis and formulation. Incumbents in this series are typically subject matter generalists who have demonstrated possession of strong analytical skills, supervisory and/or managerial abilities, and personal qualifications to succeed in a broad range of settings. Incumbents in this series are responsible for the effective resolution and oversight of a broad range of governmental, supervisory, and/or managerial issues. Incumbents conduct and/or review analytical work; formulate procedures, policies, and program alternatives; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation and advise management on its impact or potential impact; represent the state or a given department as assigned; and perform other related work.

GENERAL STATEMENT

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Warden, the Supervisor I (ERO) is responsible for providing guidance and expertise to management and supervisor in areas involving employee performance and administration of the department's disciplinary process.

% 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.
40%	Consults with and advises management and supervisors regarding employee work performance and discipline issues which include but are not limited to corrective and/or adverse actions to include the preparation of formal adverse action packages and rejections on probation. In the processing of adverse action packages timely updates as to the processing of 402/403 forms and providing notices of Adverse Actions into the required management and tracking systems.
20%	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.
10%	Reviews and advises management on request for Administrative Time Off (ATO); 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.
10%	Researches, analyzes, and advises management on the institutional policy, i.e., interprets and advises the proper application of Government codes, California Code of Regulations, Department Operations Manual, etc.
10%	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.).
05%	Develops and provides management/supervisory staff training on employee disciplinary matters. Participates in special work groups as required.
05%	Other duties as required.

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