

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 394-201-9659-VAR		MCR / HCR	
DIVISION / UNIT Custody– Varies/Institution Wide		CLASSIFICATION TITLE Correctional Sergeant			
		WORKING TITLE Correctional Sergeant			
		TIME BASE / TENURE Perm/ FT	CBID S06	WWG 2	COI Yes ☐ No ☒
LOCATION Crescent City, CA		INCUMBENT		EFFECTIVE DATE 01/01/2025	
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 You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
% 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%	Provide overall custodial supervision of assigned area of responsibility, subordinate staff and incarcerated persons. Closely monitor the work performance of subordinate personnel, assuring constant and consistent maintenance of safety and security throughout the institution. Evaluate subordinate staff through preparation and discussion of performance reports. Train subordinate staff through presentation of IST and OJT classes and individual training with subordinates as need arises.				
25%	Maintain and update Federal Labor and Standard Acts (FLSA), post orders, and other documents, as necessary. This is accomplished via regular audits in order to verify accuracy and identify necessary corrective action. Ensure all required modifications are completed prior to finalizing said documents. Review all reports, California Department of Corrections and Rehabilitation (CDCR) 115s, CDCR 128s, supplemental incident reports, etc.) issued by subordinate staff for accuracy and completeness, making corrections as necessary.				
20%	Maintain order and discipline within the incarcerated persons population by ensuring compliance with departmental and institutional procedures and policies. Attend Watch and Warden/First Line supervisors meetings.				

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15%	Act as hearing officer on administrative CDCR 115s by conducting interviews with the reporting employee, staff and/or incarcerated persons witnesses, determining a finding to adjudicate the disposition, and taking appropriate action (dismissal, reclassifying to CDCR 128, etc.). Assist in the processing of appeals at the First Level of review by interviewing incarcerated persons and staff and preparing responses. Personnel Management 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%	Ensure proper sanitation conditions in area of responsibility. In case of any type of accident, ensure that both staff and incarcerated persons receive medical attention as soon as possible after the accident occurs. Ensure an accident report is filed and routed to the appropriate areas. Any other duty as assigned by a correctional supervisor. 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 as required.

SPECIAL REQUIREMENTS

- **Knowledge of:** Principles and practices of correctional administration and rehabilitation and methods of discipline as applied to persons under restraint; principles and practices of personnel supervision and training; first aid; use and care of firearms; department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.
- **Ability to:** Supervise the work of others; control, direct, and instruct incarcerated persons individually and in groups; interpret and enforce institutional rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior of incarcerated persons or parolees and to rate their conduct and productivity accurately and impartially; think and act quickly in emergencies; make simple arithmetic computations; analyze situations accurately and adopt an effective course of action; keep records and prepare reports; effectively contribute to the department's affirmative action objectives.
- **Special Personal Characteristics:** Emotional stability and maturity; sympathetic and objective understanding of persons under restraint; satisfactory record as a law-abiding citizen; leadership ability; tact; good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work at night and report for duty at any time emergencies arise; normal hearing; sound physical condition; strength; endurance; and agility.
- **COMMENTS:** Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed. 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