

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM AVENAL STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 026-219-9608-001		MCR / HCR 1	
DIVISION / UNIT ADULT DIVISIONS/CORRECTIONAL FACILITY		CLASSIFICATION TITLE COMMUNITY RESOURCES MANAGER, CI			
		WORKING TITLE COMMUNITY RESOURCES MANAGER, CI			
		TIME BASE / TENURE FT/P	CBID S20	WWG E	COI Yes No ☒
LOCATION COMMUNITY RESOURCES		INCUMBENT			EFFECTIVE DATE
CDCR'S MISSION, VISION and COMMITMENT					
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p>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.</p> <p>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.</p>					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
<p>This specification describes a working supervisor in the specialty of Community Resources which has major responsibilities in identifying, developing, and managing community-related areas and resources to meet institutional and inmate program needs.</p> <p>In an institution under the specific direction of the Warden and the functional direction of the Director of the Division of Community Partnerships (DCP), the Community Resources Manager (CRM), working under the title of Community Partnership Manager (CPM), is responsible for planning, organizing and directing the Community Partnership Program between the correctional institution, local community and special interest groups.</p>					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
The Community Resources Manager (CRM), working under the title of Community Partnership Manager (CPM), is responsible for planning, organizing and directing the Community Partnership Program between the correctional institution, local community and special interest groups.					
% 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%	Plans, organizes, and directs a program to develop, allocate, coordinate, and control all community resources within and for a correctional institution; makes resource availability/priority decisions within the institution; designs and implements new and innovative programs to benefit the inmates and institution.				

	<p>Assists in identifying, developing and coordinating collaborative partnerships with local stakeholders, and facilitates continuity of services and transition from incarceration to community that support CDCR reduction in recidivism strategies.</p> <p>Solicits community support and resources by contacting community leaders and agencies; makes presentations and follow-up visits; implements community-sponsored activities for inmates; develops and provides orientation and training of institutional staff; designs and implements special events to designed to improve and maintain the relationship between the institution and various community stakeholders.</p> <p>Coordinates and serves as a liaison for the legislatively mandated Citizens' Advisory Committee, the Inmate Visitor Council, Community Reentry Committees, civic organizations. Seeks volunteer partnerships for and manages inmate self help programs such as Alcoholics and Narcotics Anonymous; monitors CDCR contractors who provide anger management and parenting programs and services for inmate visitors.</p>
35%	<p>Provides direct supervision to the institution chaplains. Coordinates, monitors, and supports all religious programs. Prepares monthly chaplain duty schedules and timely job performance reviews. Is knowledgeable of the chaplain bargaining unit contract. Monitors the implementation of court-mandated religious services such as the provision of inmate religious dietary needs. Oversees and monitors faith-based reentry programs, volunteer services, grants, and donations.</p> <p>Provides direction to inmate/family service contract employees; monitors and evaluates service contracts; serves as liaison for inmate/family service contractors to prison staff; monitors gate clearances and institutional contractor identification cards for inmate/family service contractors and volunteers.</p>
10%	<p>Monitors staff sponsor to Inmate Leisure Time Activity Groups and faith-based reentry programs. Directs and supervises volunteer recruitment for institutional programs including inmate self help and religious programs. Coordinates gate clearance process, training requirements and other activities necessary for the service of volunteers, assigned contract staff, and staff sponsors, in a correctional setting.</p>
10%	<p>Maintains records on program activities. Coordinates the collection of program data, and meets data reporting deadlines. Documents, and evaluates number of inmates and hours provided to communities to determine cost savings; the number of inmates and hours provided for self-help and religious activities that support CDCR reduction in recidivism strategies. Reviews and approves all Department Operation Manual supplements and Operational Procedures updates necessary for areas of responsibility of the Community Resources Manager.</p>
%	<p>Ensures that inmate fund raising requests and community services projects using inmate labor are consistent with CDCR regulations and California statutes. Negotiates contracts with public entities who wish to use inmate support services. Monitors inmate fund raising and community service projects approved by the Warden. 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.</p>

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

CONSEQUENCE OF ERROR

- Example: 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: <ul style="list-style-type: none">• 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