CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
WASCO STATE PRISON-RECEPTION CENTER	180-261-1304-001			1/D
DIVISION / UNIT	CLASSIFICATION TITLE			
	PERSONNEL SUPERVISOR I			
	WORKING TITLE			
	PERSONNEL SUPERVISOR I			
DIVISION OF ADULT INSTITUTIONS/PERSONNEL	TIME BASE / TENURE	CBID	WWG	COI
	FULL TIME/ LIMITED TERM	S01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
WASCO, 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

Facility Operations Division is committed to ensuring the operation of safe and secure Institutional settings for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Correctional Training and Rehabilitation Authority (CALCTRA), various community colleges, and community volunteers to provide meaningful rehabilitative programs throughout all institutions.

GENERAL STATEMENT

Under the direction of the Personnel Supervisor II, the Personnel Supervisor I supervises a group of (5.0) or (4.0) of Personnel Specialists, ensuring compliance with control agencies Laws, Rules and Regulations. The Personnel Supervisor I reviews and disseminates rules and regulation changes relative to personnel changes relative to personnel transactions to subordinate staff.

Coordinates the gathering of data for various reports. Handles confidential information on a regular basis. Must be familiar with the State of California Privacy Act and the Peace Officer's Bill of Rights.

% 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%	Supervise staff in daily personnel transactional and support activities. Plan, organize, and direct personnel workload to ensure timely processing. Assist as a staff and resource specialist regarding the transactions program including the laws, rules, regulations, and resources regarding it. Complete and review the most difficult and complex personnel transactions. Liaison with staff and employees/public in disputes and questions regarding personnel transactions. Ensure privacy act rules are understood and proper procedures are followed.
30%	Provide continuous and complex training to transaction staff, including but not limited to, decentralized personnel and payroll documentation, computer operations, employee benefits and services, new employee orientation, personnel policies and requirements, and time and attendance record keeping procedures. Function as an expert resource person in the processing of the more complex transactions involving Non-Industrial Disability Insurance, payroll, and other personnel related documentation, and salary calculations.
15%	Responsible for monitoring the updates on the Aging Report to ensure transaction staff are following rules and policies for updating the report, and noticing employees timely of outstanding Accounts Receivable and Salary Advances. May also be responsible for processing Employment Development Department (EDD) unemployment information requests and Carry Concealed Weapon (CCW) Identification for Retired State Personnel.
10%	**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%	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 staff meetings and mandatory In-Service-Training. Attend SCO training as offered. Other duties as required.

SPECIAL PERSONAL 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 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