CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Office of Internal Affairs	065-137-4801-003			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Supervisor II			
	WORKING TITLE			
Office of Civil Rights - Central	Supervisor II			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/FT	S01	E	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
5100 Young Street, Building B, Suite 160A, Bakersfield, CA 93311				

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
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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

The Supervisor II has full managerial and supervisory responsibilities for directing and managing discrimination complaints of the assigned region. The Supervisor II reviews sensitive and complex discrimination complaints; provides general direction for responses to complaints from external compliance agencies; oversees the California Department of Corrections and Rehabilitation's (CDCR) Equal Employment Opportunity (EEO) Sexual Harassment Prevention Training for the assigned region and participates in the activities of the Disability Advisory Committee.

GENERAL STATEMENT

Under the direction of the Associate Director, Office of Civil Rights (OCR), the Supervisor II will manage and direct the day-to-day activities of the regional Supervisor I Specialists. The Supervisor II assigns and provides daily assistance to the Supervisor I Specialists relative to the discrimination complaint review process. The Supervisor II will provide policy direction relative to sensitive and/or complex discrimination complaints and consult with the Associate Director as necessary.

% 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.
30%	Provides direction, oversight, and technical advice regarding external EEO complaints and related case law. Plans, organizes, assigns, directs, supervises, and reports on the work of the Supervisor Is, Analyst I/II and other administrative staff. Provides regular reports on case status and productivity of OCR Headquarters staff. Provides staff direction and technical advice regarding EEO complaints and issues. The incumbent oversees staff training and development; directs and oversees the review and analysis of external complaints; and refers

	sensitive cases and potential liability issues to the Office of Legal Affairs. Provides ongoing technical assistance to Hiring Authorities relative to State/federal employment laws, relevant case law and departmental policy. Maintains liaison with major groups, both respondent and complainant oriented, including the State Personnel Board, Attorney General's office, and state/federal agencies on discrimination complaints; ensures that the OCR mission of equal employment opportunity is properly represented.
25%	Consults with the Associate Director in the formulation of policies and procedures; makes or directs special studies, responds to correspondence; prepares reports and responds to legislative correspondence relative to discrimination complaints and/or EEO issues. Completes special projects assigned by Executive Staff, including the review of highly sensitive EEO investigations and special studies / administrative inquiries. Reviews and approves/disapproves all work products generated by assigned staff assigned. Serves as the second level review at HQ for external discrimination complaint intake analysis and Departmental position statements to external compliance agencies. Acts as a liaison to CDCR Hiring Authorities and advocacy groups.
20%	Provides direction and guidance to subordinate staff and works with the Office of Training and Professional Development to develop lesson plans and provide ongoing education and training in EEO and Sexual Harassment Prevention to all employees throughout the Department.
10%	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%	Supports positive discussion on EEO matters and participates in policy and procedure formulation. Recommends and implements changes to OCR policy and procedure to enhance efficiency and effectiveness of the OCR program. Provides leadership in planning and development of goals, objectives, and operational plans for OCR.
5%	Represents the OCR in meetings with CDCR executive staff and other internal and external agencies and staff. Acts on behalf of the Associate Director in his/her absence. Testifies in state/federal court and/or before the Legislature regarding the Department's EEO policies and/or discrimination complaint process. Performs other duties as required.
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.

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, 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 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