POSITION NUMBER

065-248-4801-XXX

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER			MCR / HCR
Division of Correctional Policy, Research, and Internal Oversight	065-248-4801-XXX			2
DIVISION / UNIT	CLASSIFICATION TITLE			
	Supervisor II			
	WORKING TITLE			
	Supervisor II			
Office of Public Records (OPR)/ Oversight and Program Operations Unit	TIME BASE / TENURE	CBID	WWG	COI
	FT/Perm	S01	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Sacramento County				

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.

CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.

DIVISION OVERVIEW

The Office of Public Records (OPR) responds to Public Records Act (PRA) requests for files and records containing confidential and/or highly sensitive information which requires employees to maintain strict confidentiality. OPR is responsible for redacting any information that is deemed confidential and providing timely responses to the requestor.

GENERAL STATEMENT

Under general direction of the Manager II, the Supervisor II is a highly skilled subject matter expert (SME) in the regulatory and Departmental compliance of Evidence Code Section 1045, Penal Code sections 832.5, 832.7, 832.8, 832.12, and 832.13, the California Public Records Act (PRA). The incumbent acts with a high degree of independence and authority to ensure the efficiency and operation of the unit. Occasional travel to Department work locations is required as necessary, in addition to attending training.

% 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%	Provides oversight and guidance for the workload of the Oversight and Program Operations Section encouraging cross-team collaboration and ensuring procedural consistency and production of high-quality work products as it

30%	relates to the management of peace officer records that are being requested for disclosure and/or inspection via PRA request(s). Provides leadership in establishing guidance and coordinate activities necessary to develop and efficiently implement the unit's goals, objectives, and resource allocations. Provides direction and guidance on: policy interpretations on existing or new statutes, regulations, laws, codes, and Bills related to the disclosure of records subject to the PRA; system updates and changes; user desk manuals, workflow processes, and division forms. Acts as a liaison between outside stakeholders such as legislative committees, OPR staff and management, CDCR's various programs' analytical and management staff, and CDCR's Executive and Accounting staff. Coordinates, attends, and participates in meetings regarding: PRA requests, electronic platforms/databases utilized by the team (e.g., Learning Management System (LMS), SharePoint, Watchdox/Workspaces, GovQA, Case Management System (CMS), Allegations Inquiry Management System (AIMS), Allegations Against Staff Tracking System (AASTS), and ProLaw), employee training, and redaction. Conducts staff meetings to ensure team collaboration and communication.
15%	Attends and completes annual mandatory training and bi-annual leadership training, travels locally or statewide to pick up or deliver documents or equipment. Facilitates training for staff. Performs other business-related duties as needed. Provides guidance to subordinate supervisors on the hiring, training, evaluating, and performance management of OPR staff.
10%	Plans, organizes, directs, and evaluates the work and performance of staff. This includes but is not limited to complying with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices to include hiring, employee development, management, etc. Recruits, hires, trains, develops, and provides leadership and support to a diverse team of analysts and clerical staff. Monitors, evaluates, and creates written performance appraisals of employees. Counsels staff and initiates disciplinary actions as needed. Identifies appropriate long-term plans and goals to address succession planning and ensure adequate knowledge transfer.
5%	Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, travel, and training in a timely and appropriate manner; accurately reports time and submits 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, non-employees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in inadvertent confidential record disclosure, significant delays in program production, and inefficient use of Departmental resources. Such delays can result in litigation or the program's inability to meet efficiency and timeline goals, creating varying degrees of negative financial impact 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