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
Administrative Services	065-571-4800-XXX			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Supervisor I			
	WORKING TITLE			
Human Resources Executive Appointments & Examination Services Examination Services Unit	Examination Supervisor			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	S01	2	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Sacramento, 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

The mission of Human Resources is to provide a positive employee experience through the delivery of excellent customer service. Our goal is to have a trusted human resources management program that is service-oriented and policy compliant to: recruit and retain top talent, provide meaningful wellness programs, empower professional development, create innovative solutions to deliver a diversified high performing workforce.

GENERAL STATEMENT

Under the general direction of the Supervisor II, over the Examination Services Unit, the Supervisor I provides effective supervision, leadership, mentoring, and technical direction to analytical staff in the administration of statewide examinations for the Department. The incumbent plans and distributes workload, sets priorities, reviews staff performance, and is responsible for staff training and development. The Supervisor I provides consultation to managers, administrators, and other members of the Executive

staff in the interpretation and application of selection and personnel management policies and procedures. The Supervisor I personally handles the more sensitive and complex projects and problems. The incumbent represents the Department at meetings and maintains liaison with various control agencies.

% 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%	Plan, organize, and direct the work of analysts in the administration of examinations for the Department. Supervise analysts in examination planning to meet the ongoing examination needs of the Department and ensure sound, objective, and equitable examination methods. Supervise analysts in job analysis, test development, minimum qualifications (MQ) review, and the administration of examinations to ensure adherence to the State Personnel Board's (SPB) laws, rules, regulations, and established guidelines governing selection to ensure validity, legally defensible test development, job relatedness, fairness, management satisfaction, cost effectiveness, and acceptance by candidates and the public.
25%	Plan, organize, and direct the work of analysts in providing consultation and guidance to Hiring and Recruitment Analysts (HRA), departmental program managers, and other personnel on selection issues, including out-of-class verification, temporary authorization appointments, appropriate list, and transfer of list eligibility consistent with the California Department of Human Resources' (CalHR) Decentralized Testing Program. Direct analysts to plan, develop, and administer training for HRAs and staff to ensure consistency of selection processes and adherence to laws, policies, and standards governing State civil service. Direct analysts to assist HRAs and other personnel with questions and issues regarding MQ review.
20%	Direct and oversee staff in the use of various software programs, including the Examination and Certification Online System (ECOS), Personnel Information Management System (PIMS), and examination administration software. Direct and personally handle the more sensitive and complex problems and issues related to the Department's selection program, including consulting with programs and other departmental management. Assist and collaborate on recruitment functions, committees, internal and external conferences, and maintain liaison with various agencies. Serve as backup to the Supervisor II as needed.
10%	Direct staff in the investigation and preparation of responses and recommendations to examination and MQ appeals. Directs staff in the review and preparation of MQ determinations for Office of Employee Health Management medical and religious accommodations. Direct staff in project work relating to selection program enhancements, including reviewing and updating selection procedures.
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%	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, non-employees, 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 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