CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
AVENAL STATE PRISON	026-261-9645-001			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	CORRECTIONAL ADMINISTRATOR, CF			
	WORKING TITLE			
ADULT INSTITUTIONS	ASSOCIATE WARDEN, BUSINESS SERVICES			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/P	M06	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
BUSINESS SERVICES				

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 TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under the general direction of the Chief Deputy Warden, the Associate Warden-Business Services, provides direction to Business Services' Department Heads in providing support, custodial, and business-related services in the areas of Plant Maintenance and Operations, Food Services, Fire Prevention, Suppression and Life Safety, Procurement Services, Warehousing, Accounting Services, Personnel Services, Classification/Records, Budgeting, Physical Operations and Information Systems. Directs the preparation and maintenance of fiscal records, budget estimates, budgetary control system, and personnel records and payroll; directs the supply and warehousing operations, food preparation and service, maintenance operation, repair, construction of physical plant, equipment repair and replacement, clothing issue and replacement and laundry operation. Supervises, trains, and evaluates the work of staff engaged in these activities and, when appropriate, takes or recommends action with respect to their work performance. Resolves difficult administrative problems in planning and directing work of the staff. As a member of the institution's classification and disciplinary committees, assumes major responsibility for evaluating and determining the proper classification, individual program, and disciplinary action for each incarcerated individual. Serves as the Equal Employment Opportunity Coordinator and a member of the institution's executive staff. As assigned, acts in the absence of the Warden or Chief Deputy Warden. As assigned, participates in and supervises developmental projects.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The Associate Warden-Business Services, provides direction to Business Services' Department Heads in providing support, custodial, and business-related services in the areas of Plant Maintenance and Operations, Food Services, Fire Prevention, Suppression and Life Safety, Procurement Services, Warehousing, Accounting Services, Personnel Services, Classification/Records, Budgeting, Physical Operations and Information Systems.

% 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.

35%	Plans, organizes and directs the following Business Services functions: Health and Safety, Fire Services, Food Services, Information Systems, Personnel, Records, Accounting, Classification and Parole Office, Plant Operations, Procurement (Canteen/Clothing/Warehouse). Directly supervises the Correctional Business Manager I, Correctional Plant Manager I, Fire Chief and Office Technician position. Indirectly supervises custody employees responsible for security functions in business management areas.
30%	Formulates and implements policies and procedures for the general and business management operations of the Institution. Is a member of the Warden's executive staff. Has overall responsibility for Business Services Division compliance with requirements of inmate work time law, AB 2954. Responsible for tracking and reviewing all inmate grievances related to his/her areas of responsibility. This involves assigning grievances to respective areas as well as maintaining a log for monitoring/tracking purposes.
20%	Conducts staff meetings with business services staff, custody, contractors, community groups and other state agencies. Participates in Joint Labor Union Management negotiations, and the Institutional Executive Review Committee relative to Use of Force cases. Acts as liaison with Central Office regarding Business Services operations. Receives and performs special assignments. Prepares reports, correspondence, and makes oral presentations as necessary.
5%	Acts in place of the Warden and Chief Deputy Warden; when designated. Participate as Administrative Officer of the Day. Conducts internal security audits. Attends In-Service Training as required and performs other duties as needed.
5%	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 prison individuals, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Department Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
AVENAL STATE PRISON	026-261-9645-002			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	CORRECTIONAL ADMINISTRATOR, CF			
	WORKING TITLE			
ADULT INSTITUTIONS	ASSOCIATE WARDEN, COMPLEX I			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/P	M06	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
COMPLEX I				

CDCR'S MISSION and VISION

Mission

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Vision

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COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

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DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under the direct supervision of the Chief Deputy Warden, the Associate Warden Complex I is the administrative head of Facilities A and B; directly Supervises the Facility A and B Captain, Office Technician and Grievance office staff; plans, organizes, directs, and evaluates a correctional program consisting of custody and other program areas such as classification, grievances, academic and vocational education, religious guidance, or library services, and coordinates these activities with other institutional programs; supervises, trains, and evaluates the work of staff engaged in these activities and, when appropriate, takes or recommends action with respect to their work performance; resolves difficult administrative problems in planning and directing work of the staff. As a member of the institution's classification and disciplinary committees, assumes major responsibility for evaluating and determining the proper classification, individual program, and disciplinary action for each incarcerated individual; serves as a member of the institution's executive staff; as assigned, acts in the absence of the Warden or Chief Deputy Warden; as assigned, participates in and supervises developmental projects, is the Chief Disciplinary Officer (CDO) and maintains Incident Registry for Facilities A and B. Serves as the Americans with Disabilities Act Coordinator. The Complex I Correctional Administrator shall implement Federal and State laws and Departmental policies and procedures involving the American with Disabilities Act (ADA); works closely with the Warden, Class Action Management Unit (CAMU) Correctional Counselor II (CCII) assigned to the prison; the Office of Legal Affairs staff counsel to establish and maintain the CDCR Disability Placement Program (DPP) and Development Disability Program (DPP) policies at the institution; assume a leadership role in achieving and maintaining substantial compliance with the Armstrong Remedial Plan (ARP),by working with Classification & Parole Representative/Reception Center CCIII to ensure ADA mandates are met specific to the tracking of disabled incarcerated persons; the transition to Parole Proceedings Remedial Plan (ASP II); Board of Board of Parole Hearings (BPH), Parole Proceedings Remedial Plan (ARP II), and Clark Remedial Plan (CRP).

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The Associate Warden Complex I is the administrative head of Facilities A and B; directly supervises the Facility A and B Captain and Office Technician; plans, organizes, directs, and evaluates a correctional program consisting of custody and other program areas such as classification, grievances, academic and vocational education, religious guidance, or library services, and coordinates these activities with other institutional programs; supervises, trains, and evaluates the work of staff engaged in these activities and, when appropriate, takes or recommends action with respect to their work performance; resolves difficult administrative problems in planning and directing work of the staff.

% 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%	Supervises the Facility A and B Captain, Office Technician and Grievance office staff; plans, organizes, directs, and evaluates a correctional program consisting of custody and other program areas such as the Health Care Access Unit (HCAU) classification, grievances, academic and vocational education, religious guidance, or library services, and coordinates these activities with other institutional programs; supervises, trains, and evaluates the work of staff engaged in these activities and, when appropriate, takes or recommends action with respect to their work performance; resolves difficult administrative problems in planning and directing work of the staff. Participates in and supervises developmental projects, is the Chief Disciplinary Officer (CDO) and maintains Incident Registry for Facilities A and B.
30%	Serve as the liaison on ADA cases in litigation. Coordinate and monitor the institution's overall compliance with the ARP, ARP II and CRP. Conduct internal audits of ADA compliance and prepare corrective action plans. Conduct inmate interviews to identify ADA issues/needs. Conduct reviews of local institution operations, procedures, manuals, and accessibility issues to ensure ADA compliance. Ensure accurate and timely document production for monitoring tours. Participates in monitoring tours, ensures all pertinent staff is present for monitoring tours and coordinates corrective action measures. Review monthly, CDC Forms 115 of incarcerated individuals in the DDP. Work closely with the CAMU CCII to achieve compliance goals. Ensure the housing and programming of incarcerated individuals with disabilities is reasonable and appropriate and complies with the DPP and the DDP. Provide ADA expertise and guidance to the institution staff for the implementation of departmental ADA policies. Serve as the chairman on the Reasonable Accommodation Request (RAP) Committee which meets weekly to screen and process all CDCR 1824s. Work with institution staff in the implementation of ADA policy affecting all institution operations and processes such as the incarcerated individuals appeals, custody and classification, disciplinary process, access to programs, services and activities (e.g., library services, health care delivery, appropriate housing, work and program assignments, receiving and release, physical plant, etc.). Monitor DPP population and ensure Custody Staff are aware of class member needs consistent with Clark Remedial Plan. Serve as liaison with Medical, Custody and Education Staff to ensure open communication regarding needs of DPP incarcerated individuals.
15%	Conducts staff meetings with staff and custody. Participates in Joint Labor Union Management negotiations, and the Institutional Executive Review Committee relative to Use of Force cases. Receives and performs special assignments. Prepares reports, correspondence, and makes oral presentations as necessary.
5%	Acts in place of the Warden and Chief Deputy Warden; when designated. Participate as Administrative Officer of the Day. Conducts internal security audits. Attends In-Service Training as required and performs other duties as needed.
5%	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.
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SPECIAL REQUIREMENTS

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- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Department Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

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.

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EMPLOYEE'S STATEMENT:

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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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
AVENAL STATE PRISON	026-261-9645-003			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	CORRECTIONAL ADMINISTRATOR, CF			
	WORKING TITLE			
ADULT INSTITUTIONS	ASSOCIATE WARDEN, CENTRAL OPERATIONS			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/P	M06	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
CENTRAL OPERATIONS				

CDCR'S MISSION and VISION

Mission

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DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under the direct supervision of the Chief Deputy Warden, the Associate Warden, Central Operations/Complex II, is the administrative head with the overall operational responsibility of Central Operations and Facilities C and D; directly supervises the Facility C and D Captain, and the Correctional Custody Captain. Directs, plans, organizes and formulates administrative policies for the aforementioned areas of responsibility to include custodial and security concerns, as well as monitoring of all activities within the defined areas. Serves as a member of the Warden's Executive Staff; confers with the Warden and Chief Deputy Warden on policies and procedures which affect the general management and support activities of Avenal State Prison; confer in concert with other executive staff members relevant to bringing resolution to various management problems; Acts in the absence of the Warden or Chief Deputy Warden; as assigned. Serves as a member of the Institution Classification Committee (ICC); plays an active role in the application of Avenal State Prison's Work Incentive Program. Conducts staff meetings with subordinates; participates in recruitment, selection, retention and training of personnel; and coordinates with the Health & Safety Officer and Employee Relations Officer relevant to ensuring a safe work environment and compliance with proper labor relations practices.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Associate Warden, Central Operations/Complex II, is the administrative head with the overall operational responsibility of Central Operations and Facilities C and D; directly supervises the Facility C and D Captain, and the Correctional Custody Captain. Directs, plans, organizes and formulates administrative policies for the aforementioned areas of responsibility to include custodial and security concerns, as well as monitoring of all activities within the defined areas.

% 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%	Responsible for the overall administration of Central Operations. This includes Central Control, Complex I and III Controls, Incarcerated Individuals Assignments, Personnel Assignments, Watch Office, Incarcerated Individuals Visiting, Mailroom operations, Main Kitchen, Entrance Building, Towers, Armory, Firing Range, Lock Shop, Receiving and Release, Incarcerated Individuals Ward Labor (IWL), Outside Incarcerated Individuals Work Crews including P.I.A. and all 1st Watch institutional operations.
30%	Responsible for the overall administration of Complex II consisting of C and D yards. Responsible for tracking and reviewing all incarcerated individuals grievances related to his/her areas of responsibility. This involves assigning grievances to respective areas as well as maintaining a log for monitoring/tracking purposes.
20%	The Associate Warden, Central Operations has the overall responsibility for maintenance of the Institutional Incident Log and incident archives for Facilities C and D. Reviews all Central Operations and Complex II incident reports for correctness and ensures that required Use of Force and Critique forms are completed. Oversees maintenance of a log of all Use of Force forms and filing with the appropriate incident package. Oversees the maintenance of a separate file of all institution Critique forms with references to the incident report and Use of Force forms. Further responsibilities involves, but are not limited to, review of incident reports occurring in the Central Operations area and appropriate distribution of all completed institution incident packages.
5%	Member of the Incident Report/Use of Force Executive Review Committee Assists in the writing, updating, and maintenance of the institutions Operating Procedure regarding Use of Force
5%	Acts in place of the Warden and Chief Deputy Warden; when designated. Participate as Administrative Officer of the Day. Conducts internal security audits. Attends In-Service Training as required and performs other duties as needed.
5%	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 prison individuals, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Department Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

CONSEQUENCE OF ERROR

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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**

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
AVENAL STATE PRISON	026-261-9645-004			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	CORRECTIONAL ADMINISTRATOR, CF			
	WORKING TITLE			
ADULT INSTITUTIONS	ASSOCIATE WARDEN, COMPLEX III			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/P	M06	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
COMPLEX III				

CDCR'S MISSION and VISION

Mission

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DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under the general direction of the Chief Deputy Warden and indirect supervision of the Chief Executive Officer, Health Care Services, the Associate Warden Complex III is the administrative head of Facilities E and F; directly supervises the Facility E and F Captain and Office Technician; plans, organizes, directs, and evaluates a correctional program consisting of custody and other program areas such as classification, grievances, academic and vocational education, religious guidance, or library services, and coordinates these activities with other institutional programs; supervises, trains, and evaluates the work of staff engaged in these activities and, when appropriate, takes or recommends action with respect to their work performance; resolves difficult administrative problems in planning and directing work of the staff. As a member of the institution's classification and disciplinary committees, assumes major responsibility for evaluating and determining the proper classification, individual program, and disciplinary action for each incarcerated individual; serves as a member of the institution's executive staff; as assigned, acts in the absence of the Warden or Chief Deputy Warden; as assigned, participates in and supervises developmental projects, is the Chief Disciplinary Officer (CDO) and maintains Incident Registry for Facilities E and F.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The Associate Warden Complex III plans, organizes, directs, and evaluates a correctional program consisting of custody and other program areas such as the Health Care Access Unit (HCAU) classification, grievances, academic and vocational education, religious guidance, or library services, and coordinates these activities with other institutional programs; supervises, trains, and evaluates the work of staff engaged in these activities and, when appropriate, takes or recommends action with respect to their work performance; resolves difficult administrative problems in planning and directing work of the staff.

% 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%	Supervises the Facility E and F Captain, Office Technician and Grievance office staff; plans, organizes, directs, and evaluates a correctional program consisting of custody and other program areas such as the Health Care Access Unit (HCAU) classification, grievances, academic and vocational education, religious guidance, or library services, and coordinates these activities with other institutional programs; supervises, trains, and evaluates the work of staff engaged in these activities and, when appropriate, takes or recommends action with respect to their work performance; resolves difficult administrative problems in planning and directing work of the staff. Participates in and supervises developmental projects, is the Chief Disciplinary Officer (CDO) and maintains Incident Registry for Facilities E and F.
30%	Participate in the institution's classification and disciplinary committees, assumes major responsibility for evaluating and determining the proper classification, individual program, and disciplinary action for each incarcerated individual; serves as a member of the institution's executive staff. Ability to: Responsible for tracking and reviewing all incarcerated individuals grievances related to his/her areas of responsibility. This involves assigning grievances to respective areas as well as maintaining a log for monitoring/tracking purposes.
15%	Conducts staff meetings with staff and custody. Participates in Joint Labor Union Management negotiations, and the Institutional Executive Review Committee relative to Use of Force cases. Receives and performs special assignments. Prepares reports, correspondence, and makes oral presentations as necessary.
5%	Acts in place of the Warden and Chief Deputy Warden; when designated. Participate as Administrative Officer of the Day. Conducts internal security audits. Attends In-Service Training as required and performs other duties as needed.
5%	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 prison individuals, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Department Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

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