CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
California Health Care Facility (CHCF)	190-261-9645-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Administrator, Department of Corrections			
	WORKING TITLE			
Division of Adult Institutions Administration	Associate Warden – Business Services			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	M06	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Stockton, 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.

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

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.

GENERAL STATEMENT

Under the general direction of the Chief Deputy Warden-Administration, the Correctional Administrator, working as the Associate Warden (AW) for Business Services, provides direction to Business Services' Department Heads in providing support, custodial, and business related services in the areas of Plant Operations, Food Services, Fire Prevention and Life Safety, Procurement, Warehouse, Accounting, Personnel, Toxic and Hazardous Waste Disposal, Budgeting. Plans and oversees all activities of the Business Services' Division, including custodial and security responsibilities for staff and incarcerated person workers. This position is in possession of an R DOM and as such, you are responsible for its security and proper use. You will be responsible for updating the binder when

revisions are given to you by the R DOM Coordinator. You will review and become familiar with your specific duties as outlined in the R DOM.

% 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%	Plan and administer the Plant Operations, and Fire and Safety programs. This includes directing program supervisors in the maintenance of facility, grounds, equipment, and utilities; development of major and minor capital outlay projects; management of operations of the fire and safety programs. Monitor and evaluate program functioning and resolves difficult administrative problems that may involve other institutional programs, local governments, and/or State control agencies.
30%	Plan and administer the business management programs. Through the Correctional Business Manger II and Correctional Business Manager I, indirectly oversees the personnel hiring, payroll, and benefit programs; the fiscal planning, monitoring, accounting operations; the procurement and warehousing programs including the automobile pool, canteen, and laundry. Monitor and evaluate program functioning. Provide leadership in resolving difficult administrative problems.
15%	Tour areas of responsibility in your area as well as the institution as a whole. Talk to staff, monitor projects underway, audit compliance with departmental/institutional policy and procedures, and ensure overall cleanliness and safety of all areas.
10%	Attend regularly scheduled meetings, Chair division meeting for Business Services weekly. Attend departmental meetings and training as scheduled.
5%	Ensure completion of routine written assignments in your area as required, (i.e., performance reports, DOM Supplement/Operational Procedure revisions, Duty Statement revisions, monthly budget reports, and all other assignments given to you). Monitor compliance with Americans with Disabilities Act/Disability Placement Program policies and procedures regarding placement, programs and grievances of incarcerated persons with disabilities and those incarcerated persons in the Clark Remedial Plan. Acts for the Warden or Chief Deputy Warden in their absence. Serves as the Administrative Officer of the Day. 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%	Represent the California Health Care Facility and the California Department of Corrections and Rehabilitation at public meetings and meetings with various control agencies regarding operation of the prison. Review Incident Packages and complete Use of Force critiques as needed. 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.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Comprehensive knowledge of the principles and applications of effective budget preparation and control of a large organization in an institution setting to comply with departmental budget authority. Also, a comprehensive knowledge of the principles and practices of personnel management and supervision of a large organization in an institution setting. Knowledge of the organizational structure of institutional/headquarters divisions including custody, business series, health care, administration, reception/program, and housing to provide effective management of a division within the organization. Basic knowledge of the principles and practices of State capital outlay procedures to ensure compliance with the Department of Finance. Knowledge of the purposes, activities, regulations, and functions to effectively provide public safety and comply with federal and state laws. Advanced knowledge of the problems involved, and methods used in the custody, control, and adjustment of antisocial behavior to safely manage the incarcerated person population. Advanced knowledge of

the manager's role in the EEO Program and the processes available to meet the Departments EEO objectives. Comprehensive knowledge of state and federal laws and court mandates to ensure compliance with legal requirements.

Ability to: Plan and organize a large multidisciplinary workforce to effectively manage a division/program. Be able to direct and evaluate a large multidisciplinary program to ensure compliance with regulatory guidelines. Apply effective principles of public and correctional administration to effectively manage a division/program. Be able to establish and maintain cooperative working relationships with officials and staff members, public agencies, employee organizations, interested community and professional groups to promote an environment that is conducive to carrying out the mission of the Department. Be able to analyze situations or data accurately and develop an effective course of action to effectively manage a division or program. Communicate effectively and promote equal opportunity to maintain a work environment free of discrimination, harassment and violence.

DESIRABLE QUALIFICATIONS

Demonstrated leadership and program planning ability to effectively coordinate and manage a division/program. Emotional maturity and stability to provide effective leadership in stressful situations. Empathetic and objective understanding of persons in custody to effectively manage the incarcerated person population. Have a clear understanding of the Departments vision and mission. Good personal and social adjustment for correctional work to maintain professionalism within the workplace. Willingness to workday, evening, or night shifts, weekends, and holidays for duty at any time emergencies arise to ensure public safety.

SPECIAL PHYSICAL CHARACTERISTICS

Freedom from any physical condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator, DOC.

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, non-employees 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 – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
California Health Care Facility (CHCF)	190-261-9645-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Administrator, Department of Corrections			
	WORKING TITLE			
Division of Adult Institutions Administration	Associate Warden – A/B Facility			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	M06	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Stockton, CA				

CDCR'S MISSION, VISION and COMMITMENT

Mission

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Vision

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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.

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DIVISION OVERVIEW

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.

GENERAL STATEMENT

Under the general direction of the Chief Deputy Warden, the Correctional Administrator, working as the Associate Warden (AW) for Psychiatric Inpatient Program/Mental Health Crisis Bed Unit, is responsible for incarcerated person housing assignments. The AW serves as a member of various committees, and coordinates special projects directed by the Warden and/or Chief Deputy Warden. The AW is responsible for all incarcerated person housing units and ensuring all commitments received are processed within prescribed Departmental time constraints. The AW is responsible for the safety, discipline and general care of incarcerated persons undergoing processing and permanent placement. The AW ensures that all security components are in place (i.e., proper staff coverage, weapons, restraint equipment). The incumbent directly supervises one (1) Captain, Adult Institution, one (1)

Correctional Counselor III, and one (1) Office Technician (Typing). The AW also indirectly supervises subordinate staff. This position is in possession of a Restricted Department Operational Manuel (R DOM), and as such, is responsible for its security and proper use. The incumbent will be responsible for updating the binder when revisions are given by the R DOM Coordinator. The incumbent will review and become familiar with position specific duties outlined in the R DOM.

% 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.
25%	Review and audit the disciplinary procedures, which include auditing of all Rules Violation Reports generated in the facility. Review, research and prepare appropriate responses for incarcerated person grievances.
25%	Primary custodial responsibility for operation of all incarcerated person patient program units. Inspect areas of responsibility to ensure cleanliness, safety requirements and basic humane living conditions and institution/departmental procedures are being adhered to.
25%	Prepare, coordinate and/or review assignments for the Chief Deputy Warden, Warden or staff in Central Office, including Institutional Appeal Reports, Processing Reports, Budget Change Proposals and Procedure Manual Revisions.
15%	Attend and participate in weekly staff sessions held by the Warden/Chief Deputy Warden. Conduct weekly meetings with subordinate staff to disseminate information and implementation of policy and procedural changes. Monitor compliance with Americans with Disabilities Act/Disability Placement Program policies and procedures regarding placement, programs and grievances of incarcerated persons with disabilities and those incarcerated persons in the Clark Remedial Plan. Review Incident Packages and complete Use of Force critiques as needed. 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.
10%	Perform the duties of the Chief Deputy Warden and/or Warden in their absence from the institution. Serves as the Administrative Officer of the Day. 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. **DESIRABLE QUALIFICATIONS** Demonstrated leadership and program planning ability to effectively coordinate and manage a division/program. Emotional maturity and stability to provide effective leadership in stressful situations. Empathetic and objective understanding of persons in custody to effectively manage the incarcerated person population. Have a clear understanding of the Departments vision and mission. Good personal and social adjustment for correctional work to maintain professionalism within the workplace. Willingness to workday, evening, or night shifts, weekends, and holidays for duty at any time emergencies arise to ensure public safety. **SPECIAL PHYSICAL CHARACTERISTICS** Freedom from any physical condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator, DOC.

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, non-employees 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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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
California Health Care Facility (CHCF)	190-261-9645-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Administrator, Department of Corrections			
Division of Adult Institutions Administration	WORKING TITLE			
	Associate Warden – Facility E			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	M06	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Stockton, CA				

CDCR'S MISSION, VISION and COMMITMENT

Mission

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DIVISION OVERVIEW

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GENERAL STATEMENT

Under the general direction of the Chief Deputy Warden Administration, the Correctional Administrator, working as an Associate Warden (AW) assigned to Facility E is the Chief Disciplinary Officer for your division. The AW directly supervises one (1) Captain, Adult Institution. The AW is responsible for the management, compliance and daily functions of Custody and Security procedures, Institutional Classifications; Disciplinary process, Counseling services and Casework within your division, and additional administrative responsibilities. This position requires thorough knowledge of the Code of Regulations, Title 15, Division 3, Chapter 1, Subchapter 4, Article 5: Discipline. It is your role to ensure the security of the institution and the effectiveness of treatment programs within the framework of security and safety, as well as to ensure that each employee is trained to understand how the

physical facilities, degree of custody classification, personnel and operative procedures affect the maintenance of inmate custody and security. The requirement of custodial security and staff, inmate and public safety must take precedence over all other considerations in the operations of programs and activities. This position is responsible for planning, organizing, and directing the management of the Administrative Segregation Unit, Enhanced Outpatient Hub. Special projects as assigned. This position is in possession of an R DOM and as such, is responsible for its security and proper use. Act as the institution's Equal Employment Opportunity (EEO) Coordinator.

% 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%	Manage Custody and Security Procedures within the Division. Chair Institutional Classifications Committee on behalf of the Warden as needed and review of completed Classification Committee Chronos. Audit of the Administrative Segregation Placement Notice process and related due process. Monitor compliance with Americans with Disabilities Act/Disability Placement Program policies and procedures regarding placement, programs and grievances of inmates with disabilities and those inmates in the Clark Remedial Plan.
20%	Act as EEO Coordinator for the institution. Receives and assigned EEO Counselor intake summary reviews. Review complaints to determine if EEO prima facie criteria exist. Prepare acknowledgement, admonishment, Office of Civil Rights (OCR) referrals, and closure documentation. Maintain all EEO files. Advise managers/supervisors of appropriate action to be taken during complaint process. Act as EEO liaison with OCR and Legal Affairs Division on EEO issues. Prepare quarterly audit documentation for OCR and monthly reports to Warden on the status of open EEO cases.
20%	Manage the disciplinary process and conducts audits of Rules Violation Report actions within the Division; Conduct inspections of areas within the Division. Review Incident Packages and complete Use of Force critiques as needed. Evaluation/audit of Institutional Security Plan and correction of any deficiencies within the Division. 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.
20%	Manage Counseling Services and Casework within the division; Manage and process inmate grievances and acts as Chief Disciplinary Officer. Process staff and inmate correspondence. Prepare/evaluate Budget Change Proposals and Budget Concept Statements for staff and construction projects. Evaluate equipment needs and prepare equipment requests. Manage division budget. Audit sick leave usage, overtime, and general expenditures. Plan/prepare division goals.
10%	Represent the California Health Care Facility and the California Department of Corrections and Rehabilitation at public meetings and meetings with various control agencies regarding operation of the prison. Supervise the Facility Captain and an Office Technician. Attend/perform staff meetings. Serves as Administrative Officer of the Day (AOD). Acts for the Warden or Chief Deputy Warden in their absence. 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. **DESIRABLE QUALIFICATIONS** Demonstrated leadership and program planning ability to effectively coordinate and manage a division/program. Emotional maturity and stability to provide effective leadership in stressful situations. Empathetic and objective understanding of persons in custody to effectively manage the inmate population. Have a clear understanding of the Departments vision and mission. Good personal and social adjustment for correctional work to maintain professionalism within the workplace. Willingness to workday, evening, or night shifts, weekends, and holidays for duty at any time emergencies arise to ensure public safety.

SPECIAL PHYSICAL CHARACTERISTICS

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SPECIAL REQUIREMENTS

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
California Health Care Facility (CHCF)	190-261-9645-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Administrator, Department of Corrections			
	WORKING TITLE			
Division of Adult Institutions Administration	Associate Warden – Central Services			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	M06	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Stockton, CA				

CDCR'S MISSION, VISION and COMMITMENT

Mission

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DIVISION OVERVIEW

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.

GENERAL STATEMENT

Under the direct supervision of the Chief Deputy Warden, the Correctional Administrator, working as the Associate Warden (AW) for Central Services is responsible for the planning, organizing, direction and evaluation of the prison's custody and security program. The AW directly supervises one (1) Captain, and one (1) Correctional Counselor III. The AW is also responsible for the development, direction and evaluation of policies and procedures for other program areas including Academic and Vocational Education, Recreation, Library Services, and Religion. This position is in possession of an R DOM and as such, you are responsible for its security and proper use. You will be responsible for updating the binder when revisions are given to you by the R DOM Coordinator. You will review and become familiar with your specific duties as outlined in the R DOM.

% 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, direct and review/evaluate the work of subordinate custodial staff engaged in the development and implementation of specific operational procedures, staff training programs, and security programs; direct and review the work of subordinate staff engaged in the writing of specific incarcerated person duty statements and custodial post orders delineating employee responsibilities. Supervise the Correctional Captain assigned the duties of Custody Captain. Indirect supervision of the institutional Watch Commander, Watch Office, Central Control, perimeter security, and community crews
30%	Plan, organize, direct and review/evaluate the work of subordinate custodial staff engaged in the development and implementation of specific operational procedures, staff training programs, and security programs; direct and review the work of subordinate staff engaged in the writing of specific incarcerated person duty statements and custodial post orders delineating employee responsibilities. Supervise the Correctional Captain assigned the duties of the Administrative Captain. Indirect supervisor of the Correctional Lieutenant in charge of Mail and Visiting Operations and the Lock Shop. Monitor compliance with Americans with Disabilities Act/Disability Placement Program policies and procedures regarding placement, programs and grievances of incarcerated person with disabilities and those incarcerated person in the Clark Remedial Plan**.**
15%	Plan, organize, direct and review/evaluate the work of subordinate staff engaged in the development and implementation of academic and vocational education programs, library services and recreation. Supervises the Supervisor of Correctional Education Programs. Indirect supervision of Supervisor of Academic Instruction and Supervisor of Vocational Instruction.
15%	Serve as Chairperson on Institutional Classification Committee (ICC). Serve as Chief Disciplinary Officer (CDO). Manage the disciplinary process and conduct audits of Rules Violation Report actions within the Division. Conduct inspections of areas within the Division. Review Incident Packages and complete Use of Force critiques as needed. Serves as Administrative Officer of the Day (AOD). Acts for the Warden or Chief Deputy Warden in their absence. 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%	Plan, organize, direct and review/evaluate the work of Chaplains of various faiths and denominations engaged in the development and implementation of the Inmate Religion Program. Participate in the recruitment, selection, and training of personnel in accordance with the Equal Employment Opportunity Policy of the California Department of Corrections and Rehabilitation. Attend Institutional Safety Committee meetings and actively participate in the institution's Injury and Illness Prevention Program.
5%	Represent the California Health Care Facility and the California Department of Corrections and Rehabilitation at public meetings and meetings with various control agencies regarding operation of the prison. 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. ***KNOWLEDGE AND ABILITIES*** Knowledge of: Comprehensive knowledge of the principles and practices of public and correctional administration including incarcerated person classification, incarcerated person program, discipline, and parole to effectively provide public safety in a fiscally sound manner and meet the mission of CDCR. Also, a comprehensive knowledge of the principles and practices of personnel management and supervision of a large organization in an institution setting. Knowledge of the organizational structure of institutional/headquarters divisions including custody, business series, health care, administration, reception/program, and housing to provide effective management of a division within the organization. Knowledge of the purposes, activities, regulations, and functions to effectively provide public safety and comply with federal and state laws. Advanced knowledge of the problems involved, and

methods used in the custody, control, and adjustment of antisocial behavior to safely manage the incarcerated person population. Advanced knowledge of the manager's role in the EEO Program and the processes available to meet the Departments EEO objectives. Comprehensive knowledge of state and federal laws and court mandates to ensure compliance with legal requirements.

Ability to: Plan and organize a large multidisciplinary workforce to effectively manage a division/program. Be able to direct and evaluate a large multidisciplinary program to ensure compliance with regulatory guidelines. Apply effective principles of public and correctional administration to effectively manage a division/program. Be able to establish and maintain cooperative working relationships with officials and staff members, public agencies, employee organizations, interested community and professional groups to promote an environment that is conducive to carrying out the mission of the Department. Be able to analyze situations or data accurately and develop an effective course of action to effectively manage a division or program. Communicate effectively and promote equal opportunity to maintain a work environment free of discrimination, harassment and violence.

DESIRABLE QUALIFICATIONS
Demonstrated leadership and program planning ability to effectively coordinate and manage a division/program. Emotional maturity and stability to provide effective leadership in stressful situations. Empathetic and objective understanding of persons in custody to effectively manage the incarcerated person population. Have a clear understanding of the Departments vision and mission. Good personal and social adjustment for correctional work to maintain professionalism within the workplace. Willingness to workday, evening, or night shifts, weekends, and holidays for duty at any time emergencies arise to ensure public safety.

SPECIAL PHYSICAL CHARACTERISTICS
Freedom from any physical condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator, DOC.

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, non-employees 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 – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
California Health Care Facility (CHCF)	190-261-9645-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Administrator, Department of Corrections			
	WORKING TITLE			
Division of Adult Institutions Administration	Associate Warden – Health Care Access			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	M06	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Stockton, 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.

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

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.

GENERAL STATEMENT

Under the direction of the Chief Deputy Warden-Administration, the Correctional Administrator, working as the Associate Warden (AW) for Health Care Access, will organize, implement and maintain a custodial program to ensure access to medically necessary health care. The AW directly supervises two (2) Captains, Adult Institutions. This position serves as Coleman Coordinator, Clark Coordinator, and coordinates any other litigation pertaining to health care services class actions. This position is also responsible for planning, directing and overseeing Facilities C and D, Enhanced Out-Patient Program (EOP), Clark/Developmental Disability Program (DDP), and inmate medical appeals. The AW is also responsible for the management, compliance and daily functions of Custody and Security procedures, Institutional Classifications, Disciplinary process, Counseling services and Casework within your division, and additional administrative responsibilities. Act as liaison between health care and custody operations.

This position is in possession of an R DOM and as such, you are responsible for its security and proper use. You will be responsible for updating the binder when revisions are given to you by the R DOM Coordinator. You will review and become familiar with your specific duties as outlined in the R DOM.

% 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%	Responsible for assuring timely incarcerated person access to health care by facilitating coordination between custody, administrative, and health care operations by monitoring compliance with priority medical ducat policies and procedures; reviewing incarcerated person assignments and ducating schedules to ensure they provide incarcerated person access to medical care; monitoring the availability of custody staff to continue medical operations during normal program operations and during institution lockdowns. Review tracking systems and data collected as required by health care and custody staff per the Inmate Medical Services Policies and Procedures (IMSP&P) regarding access to care success and failure rates and assist in coordinating custody and medical Corrective Action Plans. Coordinate with Custody and Facility Captains the review of Post Assignment Schedules (budgeted number of positions) and Master Assignment Rosters (scheduling of positions) to ensure custody established to escort incarcerated person to medical services are appropriately assigned and meet incarcerated person needs to access health care services. Coordinate with Custody Captain and Senior Medical Technical Assistant to ensure health care positions established to support health care operations are appropriately assigned and meet incarcerated person needs to access health care services. Directs the custodial oversight of all incarcerated person transported off institution grounds, determining the security requirements necessary to safely transport the incarcerated person, ensure timely health care operations and minimize associated overtime costs. Coordinate security inspections of offsite health care operations to ensure the safety and security of staff, incarcerated person and escape potential. Oversee the EOP and DDP to ensure compliance with court ordered mandates.
25%	Participate in Institutional Classification Committees (ICC) with the Warden/Chief Deputy Warden, Facility Captain, Clinicians, Classification staff and other committee members to assist in the decision-making process regarding identification of inmate's placement/transfer and change in privilege group. Ensure and resolve incarcerated person issues referred by lower classification committees (i.e., single cell status). Attend Interdisciplinary Treatment Team (IDTT) committees, as needed, with clinicians and classification staff to assist in the decision-making process regarding identification of best placement for incarcerated person treatment needs. Act as liaison between health care and custody operations to ensure custodial and classification actions taken during various classification committees for Restricted Housing Unit (RHU), EOP, CTC and EOP RHU are adhered to by the appropriate health care and custody staff. Establish and co-chair with the HCM, on an ongoing basis, a joint custody, administrative, and health care quality management committee designed to improve health care services delivery and resolve relevant issues. Attend all meetings, discussions, and forums on issues impacting correctional support/custodial operations of Health Care Services, focusing on improving access to care, delivery of quality care, and resolve relevant issues. Participate in the HCSD and institution Quality Management Committee meetings, monthly Emergency Response Review committee and Suicide Prevention Committee. Participate in all executive use of force reviews and be a member of the Governing Body.
20%	Work closely with the institution's Litigation Coordinator to monitor the status of all health care related class actions. Assist the HCM in the coordination and monitoring of all court imposed remedial plans, settlement agreements or orders. Participate in the development and implementation of any required Corrective Action Plans (CAP) related to health care litigation issues, ensuring all remedies identified on CAPs are addressed as identified and in a timely manner. Review all recommendations for new or revised policy/procedures and provide consultation regarding the impact upon support, custodial and health services operation. Act and serve as the liaison between Institution, Health Care Services, and Custody staff and ensure effective communication channels between all areas. Meet as needed with Associate Warden Business Services and HCM to ensure effective communication and resolve business-related issues occurring within Health Care Services. Assist the HCM in the coordination of fiscal reviews. 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.
10%	Work with institution's Litigation Coordinator to monitor all institution health care related litigation ensures litigation prevention and provides assistance to Warden and HCM related to the review and completion of Corrective Action Plans (CAPS). Work with institution's Employee Relations Officer and health care supervisors as needed to resolve employee relations issues related to health care staff. Work with appropriate health care staff and incarcerated person Appeals Correctional Counselor II (Spec) to ensure all medical appeals are handled in a timely manner and to identify potential deficiencies that may exist related to access to medical care. 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%	Participate as Administrative Officer of the Day. Maintain a safe and secure environment, following all safety and Universal Precautions, report any unsafe equipment or situations, and be knowledgeable of emergency and fire procedures. Other duties and special projects as assigned. Serves as the Administrative Officer of the Day. 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. DESIRABLE QUALIFICATIONS Demonstrated leadership and program planning ability to effectively coordinate and manage a division/program. Emotional maturity and stability to provide effective leadership in stressful situations. Empathetic and objective understanding of persons in custody to effectively manage the incarcerated person population. Have a clear understanding of the Departments vision and mission. Good personal and social adjustment for correctional work to maintain professionalism within the workplace. Willingness to workday, evening, or night shifts, weekends, and holidays for duty at any time emergencies arise to ensure public safety. SPECIAL PHYSICAL CHARACTERISTICS Freedom from any physical condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator, DOC.

SPECIAL PERSONAL CHARACTERISTICS

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
California Health Care Facility (CHCF)	190-261-9645-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Administrator, Department of Corrections			
	WORKING TITLE			
Division of Adult Institutions Administration	Associate Warden – Americans with Disabilities Act (ADA)			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	M06	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Stockton, CA				

CDCR'S MISSION, VISION and COMMITMENT

Mission

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DIVISION OVERVIEW

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GENERAL STATEMENT

Under the general direction of the Chief Deputy Warden, the Correctional Administrator at the California Health Care Facility for the Americans with Disabilities Act (ADA) Coordinator shall implement Federal and State laws and Departmental policies and procedures involving ADA. The Institution ADA Coordinator shall be an Associate Warden level or higher and is assigned to work exclusively on ADA duties. The ADA Coordinator shall work closely with the Warden, The Office of Audits and Court Compliance (OACC), Correctional Counselor II (CC-II) assigned at the prison, the Captain and CC-II at the California Department of Corrections and Rehabilitation (CDCR) Headquarters, and the Office of Legal Affairs staff counsel to establish and maintain the CDCR Disability Placement Program (DPP) and Development Disability Program (DDP) polices at the Institution. The Institution ADA Coordinator

shall assume a leadership role in achieving and maintaining substantial compliance with the Armstrong Remedial Plan, Armstrong Board of Parole Hearings (BPH) Parole Proceedings Remedial Plan (ARPII) and the Clark Remedial Plan (CRP).

CHCF's ADA Coordinator shall uphold effective ADA standards and ongoing compliance with Federal and State laws and Departmental regulations, polices, and procedures to include the following:

% 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.
25%	Serves as the liaison to the OACC on ADA cases in litigation which include Armstrong v. Newsom and Clark v. California. Coordinate and monitor the institution's overall compliance with the ARP, ARP II and CRP. Work closely with both CC-IIs and the supervising correctional counselors who are assigned as Assistant ADA Coordinators to achieve compliance goals. Shall ensure that the housing and programming of incarcerated persons with disabilities are reasonable and appropriate and comply with the Disability Placement Program (DPP) and the Developmental Disability Program (DDP). Provide ADA expertise and guidance to the institution staff for the implementation of departmental ADA policies. Work with institution staff in the implementation of ADA policy affecting all institution operations and processes such as the incarcerated persons grievances, 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.
25%	Conduct internal audits of ADA compliance and prepare corrective action plans. Conduct incarcerated persons interviews to identify ADA issues/needs. Conduct reviews of local institution operations, procedures, manuals and accessibility issues to ensure ADA compliance.
25%	Conduct routine monitoring of the incarcerated person's grievance process to identify problems associated with timeliness, screening decisions, appropriate responses, etc. Work closely with the appeals coordinator to ensure that interim accommodations are addressed when appropriate.
15%	Work with Plata AW and health care staff in ensuring the incarcerated population with disabilities are properly screened (DDP), evaluated and verified (DPP) and that associated verification forms are completed timely and accurately. Establish a system to ensure communication between custody, clinical, and education staff regarding the needs of incarcerated persons in the DDP in the institution. Monitor the institution's tracking system to ensure appropriate custody staff are aware of the incarcerated population needs under the CRP. Work with C&PR/RC CC-III to ensure ADA mandates are met specific to the tracking of disabled incarcerated persons, the Transition to Parole Process and BPH Parole Proceedings.
5%	Ensure accurate timely document production for monitoring tours. Participate in monitoring tours, ensure all pertinent staff are present for monitoring tours and coordinate corrective action measures. Review monthly all Rules Violations Reports for incarcerated persons in the DDP. 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%	Ensure staff receive training and follow up training on the provisions of ARP and CRP. Perform other duties as assigned/required to ensure the institution's compliance with Federal and State laws and Departmental policies and procedures involving ADA. Serves as the Administrative Officer of the Day. 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. **DESIRABLE QUALIFICATIONS** Demonstrated leadership and program planning ability to effectively coordinate and manage a division/program. Emotional maturity and stability to provide effective leadership in stressful situations. Empathetic and objective

understanding of persons in custody to effectively manage the incarcerated population. Have a clear understanding of the Departments vision and mission. Good personal and social adjustment for correctional work to maintain professionalism within the workplace. Willingness to workday, evening, or night shifts, weekends, and holidays for duty at any time emergencies arise to ensure public safety.

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