CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

[X] PROPOSED

[ ] CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER			MCR / HCR
Division of Correctional Policy, Research, and Internal Oversight	065-401-4800-001			2
DIVISION / UNIT	CLASSIFICATION TITLE			
	Supervisor I			
	WORKING TITLE			
Office of Public Records (OPR)	Supervisor I			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/Perm	S01	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Sacramento County				

CDCR'S MISSION and VISION

Mission
To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision
We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.
CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.
CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.

DIVISION OVERVIEW

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

GENERAL STATEMENT

Under the general direction of the Supervisor II, the Supervisor I is responsible for overseeing audio/video redactions, coordination with departmental units, and the management of California Public Records Act (PRA) requests through the Public Records Portal (PRP). The incumbent will act as a liaison between the institutions and a variety of internal stakeholders to ensure the efficiency and continued operation of the unit. The Supervisor I provides leadership and management of the administrative, technical, and data analysis functions for the

Processing and Support Unit within OPR. The Supervisor I provides oversight to a team responsible for processing PRA requests and works closely with the OPR management team, CDCR administrators at all levels, and stakeholders to provide review of CDCR (PRA) related records and correspondence.

% 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 a team of Analyst I and II staff. Oversees, plans, organizes, and directs staff work activities to provide quality services to achieve operational efficiency and mitigate potential risks to the department. Develops performance measures and provides training to subordinate staff. Provides support to analysts on various computer programs, unit procedures, department policy, and custody operations. Initiates and/or participates in the progressive discipline process to correct/improve employee performance/behavior and/or address issues of substandard performance. Prepares employee performance reports.
35%	Completes first level review of audio/video and document redaction work performed by analysts to ensure redactions are accurate, consistent, and complete. Provides direct supervision to unit staff. Works closely with OPR management to set and communicate unit expectations. Tracks all PRA requests and projects to include the various stages, ensuring proper approvals, required documents and requisite approvals are on file. Directs staff to summarize data requests for management, prepares agendas, and communicates to both internal and external stakeholders timely and efficiently.
10%	Plans, organizes, directs, and evaluates the work and performance of staff. This includes but is not limited to the following: Complies 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. Recruits, hires, trains, develops, and provides leadership to a diverse staff. Monitors, evaluates, and creates written performance appraisals of staff. Counsels staff and initiates disciplinary actions as necessary. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
10%	Implements OPR's mission and vision; defines and refines the operational goals and objectives. Assists management with developing long-term plans and goals for OPR. Assesses the success of assigned unit. Develops reports related to PRA requests, document production, and department litigation matters. Participates In departmental task forces and projects. Participates in training programs, meetings, and conferences.
5%	Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, travel, and training in a timely and appropriate manner; accurately reports time, submits timesheets by the due date, attends and completes annual mandatory training and bi-annual leadership training, travels locally or statewide to pick up or deliver documents or equipment, facilitates or attends training, or other business related duties as needed.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

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