CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

[X] PROPOSED

[ ] CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CDCR/ DRP/ HQ	065-230-4800-002			2
DIVISION / UNIT	CLASSIFICATION TITLE			
Division of Rehabilitative Programs **Office of Academic and Career Development** **Special Projects Unit**	SUPERVISOR I			
	WORKING TITLE			
	SUPERVISOR I			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/PERM	S01	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
9260 Laguna Springs Drive Bldg E, Elk Grove CA 95758				

CDCR'S MISSION, VISION and COMMITMENT

Mission

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

Vision

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

Commitment

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

DIVISION OVERVIEW

The Division of Rehabilitative Programs (DRP) provides rehabilitative programs, including academic, career, and technical education for incarcerated persons, and comprehensive pre-release and post-release rehabilitative programs in the community to facilitate the successful reintegration of the individuals served back to their communities with the skills to thrive.

GENERAL STATEMENT

Under the general direction of the Deputy Superintendent or Assistant Chief of Education, the Supervisor I oversees the Special Projects Unit (SPU) analysts responsible for project management, budgeting, procurement, contracts, invoicing payment, policy analysis and formulation, personnel analysis, systems development, program evaluations, program operations, data collection and statistical reports, performance evaluation and improvement, statewide education program research, etc. This position is required

to be proficient in Microsoft Applications (Word, Outlook, Excel, TEAMS, SharePoint, PowerPoint, Systems Applications and Products (SAP)/Business Information System (BIS) functionality, and have the ability to learn CDCR proprietary software.

Travel will not exceed 15% on average.

% 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%	Assesses current processes and procedures to identify areas of improvement. Coordinates with internal and external stakeholders. Mentors staff to ensure they have the tools necessary to submit completed staff assignments. Reviews analysts work to ensure accuracy, quality, and compliance with departmental directives. Establishes goals, objectives, and performance standards. Assigns staff tasks to assist with data collection and analysis to present recommendations to leadership in a clear and presentable manner. Compiles responses for submission to leadership after collaborating with subject matter experts. Leads meetings with internal and external stakeholders. Manages, reviews, and responds to requests in a timely manner. Recognizes programmatic changes and requests special projects for operational improvements. Formulates procedures, policies, and program alternatives. Makes recommendations on a broad spectrum of administrative and program-related problems.
35%	Responds to inquiries and takes appropriate action in a timely manner. Oversees and supports staff in accurately tracking and monitoring program deliverables and payments. Makes recommendations to address administrative and program related challenges. Reviews proposed legislation and advises management on its potential impact. Assists with the compilation and submission of information and reports to the Department of Finance, the Legislative's Analyst Office, legislative staff, and other governmental agencies as requested. Coordinates high-level, complex, and sensitive contract deliverables. Interacts in a professional manner with integrity and respect. Verifies documentation compiled by staff is accurate and complete. Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Meets with staff to ensure timelines are established to meet grant submission deadlines. Identifies problems and uses logical analysis to find information, understand causes, and provides recommendations to leadership.
25%	Delivers effective communication in meetings and through written responses with internal and external stakeholders. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer. Responsible for employee performance, setting clear goals and expectations, tracks progress against departmental and unit goals, provides feedback, completes probationary reports or other employee performance appraisals, and addresses performance issues promptly. 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%	Performs administrative duties including, but not limited to adhering to departmental policies, rules and procedures. Submits administrative requests, including leave, travel, and training in a timely and appropriate manner. Accurately reports and submits timesheets by the due date. Participates in DRP/CDCR trainings and meetings. Receives approval and coordinates occasional business-related travel. Provides back-up coverage when DRP managers are out of the office and to cover for vacancies. Performs other related duties, as required.

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.
- Provides excellent customer service to both internal and external customers. Interacts in a professional manner with integrity and respect. Delivers effective communication and collaboration.

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 may result in programming delays and misuse of departmental resources. Such delays can result in decreased Milestone Completion Credits, Educational Merit Credits, or other Achievement Credits that will delay the release/parole of our incarcerated population.

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