CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM		POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Richard J Donovan Correctional Facility		030-261-9645-002			1
DIVISION / UNIT		CLASSIFICATION TITLE			
		Correctional Administrator (DOC)			
		WORKING TITLE			
Administration – Chief Deputy Warden Institution Americans with Disabilities Act Coordinator		Associate Warden			
		TIME BASE / TENURE	CBID M06	WWG E	COI Yes ☒ No ☐
LOCATION	REVISION DATE	INCUMBENT		EFFECTIVE DATE	
480 Alta Road, San Diego, CA 92179	3/1/2026				

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

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.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

In an institution, as the administrative head of a large institution program division or organizational unit having primary custodial responsibility for a major area; plans, organizes, directs, and evaluates a correctional program consisting of custody and other program areas such as classification, appeals, business management, academic and vocational education, religious guidance, or library services, and coordinates these activities with other institutional programs; 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 individuals; 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.

GENERAL STATEMENT

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

The Institution American's with Disabilities Act (ADA) Coordinator shall implement Federal and State laws and Departmental policies and procedures involving the ADA.

The ADA Coordinator is supervised by the Chief Deputy Warden (CDW) and is assigned to work exclusively on ADA duties. The ADA Coordinator shall work closely with the CDW, the Class Action Management Unit (CAMU) Correctional Counselor II (CC-II) assigned to the prison, the Captain and OACC CC-II at the California Department of Corrections and Rehabilitation (CDCR) Headquarters, and the Office of Legal Affairs (OLA) staff counsel to establish and maintain the CDCR Disability Placement Program (DPP) and Development Disability Program (DDP) policies at the institution.

The Institution ADA Coordinator shall assume a leadership role in achieving and maintaining substantial compliance with the Armstrong Remedial Plan (ARP), Armstrong Board of Parole Hearings (BPH) Parole Proceedings Remedial Plan (ARP II) and the Clark Remedial Plan (CRP). The Institution ADA Coordinator shall uphold effective ADA standards and ongoing compliance with Federal and State laws and Departmental regulations, policies and procedures.

This position has been designated as a position with oversight of the Restricted Departmental Operations Manual (R-DOM). Employees are to familiarize themselves with the requirements contained in the Departmental Operations Manual (DOM) section 12010.6.2 DOM sub-chapter 55000, Restricted DOM "Issuance and Responsibilities of Holders."

ESSENTIAL DUTIES AND RESPONSIBILITES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING (duties may be assigned):

SPECIFIC DUTIES:

% 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 CAMU on ADA cases in litigation which includes Armstrong v. Brown and Clark v. California. Coordinate and monitor the institution's overall compliance with the ARP, ARP II and CRP. Work closely with both OACC 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 individuals with disabilities are reasonable, appropriate and comply, with the DPP and the DDP. Provide ADA expertise and guidance to the institution staff for the implementation of departmental ADA policies. Work with the institution staff in the implementation of ADA policy affecting all institution operations and processes such as 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.
25%	Conduct internal audits of ADA compliance and prepare corrective action plans. Conduct incarcerated individuals interviews to identify ADA issues/needs. Conduct reviews of local institution operations, procedures, manuals and accessibility issues to ensure ADA compliance. Serves as the "Administrator of the Day" on a rotational basis and as the CDW during their absences as required.
25%	Conduct routine monitoring of the incarcerated individuals appeals process to identify problems associated with timeliness, screening decisions, appropriate responses, etc. Work closely with the Appeal's Coordinator and Health Care to ensure that interim accommodations are addressed when appropriate.
15%	Work with Health Care Access CA and health care staff in ensuring incarcerated individuals with disabilities are properly screened, evaluated and verified and that associated verification forms are completed timely and accurately. Work with the Classification and Parole Representative (C&PR) to ensure ADA mandates are met specific to the tracking of disabled incarcerated individuals, the Transition to Parole Process and BPH Parole Proceedings.
05%	Ensure accurate and 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 CDC Forms 115 of incarcerated individuals in the DDP.
05%	Ensure all staff receives training and follow up training on 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. As a Peace Officer, will be responsible to respond to any part of the institution to assume responsibility for observing and directing the Response Staff to emergency situations. Attend In-Service Training as required. **NON-ESSENTIAL DUTIES AND RESPONSIBILITY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:** None noted. **SUPERVISORY RESPONSIBILITIES:** Directly supervises the DDP Correctional Sergeant, Sign Language Interpreters, ADA Correctional Counselor I, and an Office Technician (Typing).

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals which disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Two years' experience in the California Department of Corrections performing duties in a class comparable in level of responsibility to Facility Captain, Correctional Business Manager II, or Correctional Business Manager I. (Equivalent to college graduation may be substituted for one year of the required experience) or three years' experience performing duties in a class comparable in level of responsibility to Analyst IIII, Business Manager II, Correctional Counselor III, or Parole Agent III. (Equivalent to college graduation may be substituted for one year of the required experience) or (two years of broad administrative or supervisory experience in correctional administration, with responsibility for managing a correctional facility or a major program such as custody and casework in a capacity comparable to Correctional Business Manager II, and Equivalent to graduation from college. (Additional qualifying experience may be substituted for two years of the required education on the basis of one year of experience for one year of education.)

LANGUAGE SKILLS: Ability to read, analyze, and interpret technical journals, financial reports and legal documents. Ability to respond effectively to the most sensitive inquires and complaints. Ability to write procedures that conform to prescribed style and format. Communicate effectively both verbally and in writing so instructions can be clearly understood and carried out in emergency situations.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: use and apply effectively the required technical knowledge; analyze data and situations accurately and take effective action; plan, organize, direct, evaluate, and coordinate the Operations Division; and apply effective principles of budget preparation and control, personnel management, business management, public administration, and correctional administration.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER SKILLS AND ABILITIES: Ability to establish and maintain cooperative working relationships with officials and staff members, public agencies, and interested community and professional groups; to supervise, train, and motivate staff to achieve maximum effectiveness; to assess the training needs or employees; to develop staff; to understand and fulfill supervisory responsibilities under the Ralph C. Dills Act; to effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS: Demonstrated leadership and program planning ability; emotional maturity and stability; sympathetic and objective understanding of persons in custody; satisfactory record as a law-abiding citizen; tack, good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to workday, evening, or night shifts, weekends, and holidays, and to report for duty at any time emergencies arise.

SPECIAL PHYSICAL CHARACTERISTICS: Sound mental and emotional condition; freedom from any physical or mental condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator. In emergency situations, the Correctional Administrator may be required to disarm, subdue, and apply restraints to an incarcerated individuals; run to the scene of a disturbance or emergency; run up or down stairs; defend staff against an incarcerated individuals armed with a weapon; prevent escapes and injury by incarcerated individuals to themselves, employees, and to property; and fire weapons in combat/emergency situations.

OTHER QUALIFICATIONS/REQUIREMENTS:

Background Investigations: Successful passing of a thorough background investigation.

Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as Peace Officers. Such persons are not eligible to compete for or be appointed to a position in this class.

Weapons Prohibition: No prohibition from State or Federal law from possessing, using or having in his/her custody or control any firearm devise, or weapon or device authorized for use by the California Department of Corrections.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this class.

Citizenship Requirement: United States citizen or a permanent resident alien who is eligible and has applied for the United States citizenship.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly:	Involves 2/3 or more of workday
Frequently:	Involves 1/3 to 2/3 of workday
Occasionally:	Involves 1/3 or less of workday
N/A:	Activity or condition is not applicable

Standing: Frequently – stands while speaking with other staff, observing incarcerated individuals and staff activities, and performing inspections.

Walking: Frequently – walks to other offices to attend meetings; or to the various facilities to perform inspections, speak with staff, attend ICC and IDTT, supervise pre-panned uses of force, meet with IAC/MAC, tour construction sites, and during AOD duties.

Sitting: Frequently – sits at meetings and while performing paperwork. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally – lifts paperwork and files weighing from up to five pounds. He/she will occasionally lift binders of information.

Carrying: Occasionally – carries paperwork and files for short distances.

Bending/Stooping: Occasionally – bends or stoops when accessing forms under a counter or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the calculator, to perform paperwork duties, or file documents.

Reaching in Front of Body: Occasionally – reaches forward to access a computer terminal, a 10-key or telephone. He/she will reach when operating a photocopier and pulling files.

Reaching Overhead: Occasionally – climbs steps throughout the institution during inspections, AOD duty and regular work responsibilities.

Balancing: N/A

Pushing/Pulling: Occasionally – may push and pull-on desk drawers, binders, and individual files.

Kneeling/Crouching: Occasionally – may choose to kneel when accessing information from a bottom drawer or shelf.

Crawling: N/A

Fine Finger Dexterity: Frequently – utilizes fine=finger dexterity when sorting through paper, inputting information into the computer, or operating a 10-key.

Hand/Wrist Movement: Frequently – utilizes hands and wrists when sorting papers, looking through files, answering telephones, photocopying, entering and retrieving data from the computer, or making handwritten notes.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally – drives off-site to meetings and seminars.

Hearing/Speech: Necessary for conferring with personnel in charge of the varied custody activities.

Sight: Necessary to be able to respond to any part of the institution to assume responsibility for observing and directing the response of staff to emergency situations and crises that could involve combative situations requiring the use of lethal force.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Correctional Administrator normally works in a temperature controlled office space with linoleum flooring. While performing inspections and tours of facilities, he/she may frequently be exposed to fumes, outdoor weather conditions, temperature extremes, and moving mechanical parts. In addition, while walking throughout the institution, the employee will be walking on paved and unpaved uneven terrain.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS: Personal computer, photocopier, calculator, telephone, fax machine, and cellular telephone. This position must be familiar with vehicles, weapons, and chemical agents used in the institution.

COMMENTS: Work hours can vary as an excluded employee but usually are from 0800-1700 hours, Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board Specification for this classification and by observing the duties as they are currently performed.

Sexual Harassment Policy:
Sexual harassment is illegal. All staff is required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). Reference are found in DOM Section 31010.

Code of Conduct:
As an employee of the California Department of Corrections and Rehabilitation, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated individuals and wards, families of incarcerated individuals and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Incompatible Activities:
Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a)(1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities materials or time.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, visitors, nonemployees and employees shall be made aware of this.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental 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