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		030-261-9645-400			1
DIVISION / UNIT		CLASSIFICATION TITLE			
		Correctional Administrator (DOC)			
		WORKING TITLE			
Administrative Services – Chief Deputy Warden Operations / Facility E		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	7/1/2025				

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

Under the general supervision of the Chief Deputy Administrator (Chief Deputy Warden), the Correctional Administrator (DOC) (Associate Warden), Operations Division-Central Services is responsible for directing the activities of the Assignment Time Management (ATM)/Watch Office, Visiting, Incarcerated individuals Assignment Office (IAO), the Lock Shop, the Armory, the Range, Receiving and Release (R/R), the Mail Room, and Facility E. This position performs the duties of the Prison Rape Elimination Act (PREA) Compliance Manager. Duties include but are not limited to 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.
35%	Directly supervise the Captain of Operations, the Facility E Captain, the ATM Unit Lieutenant, and an Office Technician (Typing). Indirectly supervises the following areas: All pedestrian/vehicle sally-ports; Incarcerated individuals Assignment Office; Watch Office; Mail Room; Visiting Department; Off-Reservation Work Crews; Receiving and Release; Locksmith Shop and the Armory.

25%	Develop institutional policies and procedures for all areas of the Operations Division and prepare reports and correspondence as required. Ensure custody compliance with court mandates for Clark, Armstrong, Coleman, and Plata decisions.
10%	Function as the Chief Disciplinary Officer for the Operations Division; serve on the Institution Classification Committee; serve as a member of the Emergency Response Review Committee; serve as support staff during Emergency Operations Exercises; act as Incarcerated individuals Family Council member. Oversee the institutional Incarcerated individuals Day Labor Program.
10%	Serve as the custody liaison for the institution's Medical Department to ensure compliance with licensure requirements; act as the custody Coleman liaison; Serve as a member of the weekly Use of Force Review Committee; review and prepare Central Service's Use of Force packets. Serve as a member of the Suicide Prevention Committee.
10%	Serve as a member of the Warden's Executive Staff; act as the Administrative Officer of the Day as assigned; participate in planning meetings. Conduct staff meetings; recruit and select staff; train Operations Services' staff. Chair various qualification appraisal panels for the institution and, as appropriate, the Department of Corrections.
05%	Meet with incarcerated individuals regarding their problems and relation to the Operations/Central Services Division. Represent the institution in meetings with outside agencies, both public and departmental. Meet with the Men's Advisory Council to attempt to resolve problems; review proposals; ensure open communication between the incarcerated individual's population and the Administration.
05%	Participate in appropriate In-Service Training; perform other related duties as assigned.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, 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 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