CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
Division of Rehabilitative Programs

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
High Desert State Prison	934-234-2945-001			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Senior Librarian, Correctional Facility			
	WORKING TITLE			
Education	Senior Librarian, CF			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/PERM	R03	E	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	

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

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 Office of Correctional Education provides education to incarcerated students enrolled in educational programming throughout the state of California's adult institutions.

GENERAL STATEMENT

The Senior Librarian will provide functional supervision and direction elated to library operations and procedures to the Librarians and Library Technical Assistants throughout the institution.

% 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 oversees the operations for the institution's largest and/or most complex library as directed from their supervisor. Functionally supervises all institutional law and general library operations and ensures that all operational procedures regarding the law and general libraries are followed. Provides functional supervision and on the job training to Librarians and Technical Librarian Assistants. Works cooperatively with custody staff to ensure the safe operation of all libraries. Provides recommendations of corrective actions to the first line supervisor to ensure compliance items are maintained.
30%	Develops, publishes, and distributes monthly operational schedules for each law and general library to ensure compliance with all mandates regarding inmate access. Provides recommendations to the direct supervisor for library staff coverage to meet the scheduled hours of operations.
25%	Oversees the ongoing maintenance of the institution's entire collection and completes purchase requisitions as needed to maintain and to further develop the institution's collection in order to ensure compliance with mandates.

5%	Responds to inmate requests for material and answers inmate grievances regarding law or general library access issues.
5%	Works cooperatively with the education literacy coordinator and community volunteers to help facilitate the institution's inmate literacy plan.

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 incarcerated individuals, visitors, nonemployees, and employees shall be made aware of this.

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