CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT – Peace Officer

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
WASCO STATE PRISON-RECEPTION CENTER	180-261-9645-005			
DIVISION / UNIT	CLASSIFICATION TITLE			
	CORRECTIONAL ADMINISTRATOR, DOC			
	WORKING TITLE			
	ASSOCIATE WARDEN-RECEPTION CENTER			
DIVISION OF ADULT INSTITUTIONS/ADMINISTRATION	TIME BASE / TENURE	CBID	WWG	COI
	FULL TIME/ PERMANENT	M06	E	Yes ☒ No ☐
LOCATION	INCUMBENT			EFFECTIVE DATE
WASCO, CA				

CDCR'S MISSION, VISION and COMMITEMENT

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.

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

Facility Operations Division is committed to ensuring the operation of safe and secure Institutional settings for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Correctional Training and Rehabilitation Authority (CALCTRA), various community colleges, and community volunteers to provide meaningful rehabilitative programs throughout all institutions.

GENERAL STATEMENT

Under the direction of the Chief Deputy Warden, the Associate Warden-Reception Center (AW-RC) is responsible for the safe management and supervision of the Reception Center operation and provides appropriate direction and supervision to assigned subordinate staff. The AW-RC functions as the division chief and serves as a resource providing expertise on the Reception Center operations to the Warden and the Chief Deputy Warden, serves as acting Chief Deputy Warden when required. The AW-RC is a member of the Institutional Classification Committee, makes decisions and initiates/processes paperwork involving safety and

security concerns, personnel actions, maintenance, incarcerated person treatment and processing, classification, grievances, incarcerated person discipline, serves as chief disciplinary officer, and advises prison management on existing and potential problems. The AW-RC also is a member of the Warden's executive staff and attends meetings, chairs division staff meetings, serves as Administrative of the Day and on special assignments as assigned by headquarters, the Warden and/or Chief Deputy Warden.

% 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%	Responsible to plan, organize, direct and review the work of subordinate custodial staff. Provide direction and supervision to the Facility Captains of the Reception Center. Oversee all matters pertaining to the Reception Center. Responsible to tour assigned areas, audit, evaluate, and assess staff and incarcerated person compliance with policies, procedures, state laws, rules, and regulations; ensuring maintenance of safety and security within an assigned area and the Institution. Advise the institution heads about existing and potential problems.
30%	Complete administrative paperwork relating to personnel, maintenance, security, incarcerated person discipline, staff and incarcerated person grievances, research, treatment and classification of incarcerated persons in the Reception Center. Hold individual conferences with Unit Managers, Classification & Paroles Representative, Chief Medical Officer, Chief Psychiatrist, Custody Captain, Facility Captains and other division and department chiefs as required. Provide for open communications with all staff and public relations. Ensure training and career development are provided to all Reception Center staff.
15%	Attend the Warden's staff meetings and Chair division staff meetings. Serve as Administrative Officer of the day as required. Serve as acting Warden and/or Chief Deputy Warden during their absence. Serve on the Institution Classification Committee, for review of Administrative Segregation cases and as the Chairperson in the absence of the Chief Deputy Warden.
10%	**Personnel Management** Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply 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. Recruit, hire, train, develop, and provide leadership to a diverse staff. 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%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.

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 individuals, 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 Department 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