Under the general direction of the Correctional Counselor (CC) III Division of Rehabilitative Programs (DRP), the CCII Specialist will serve as the Assistant Program Manager (APM) for DRP In-Prison Programs. This position is physically located in the field. The APM will assist in resolving any issues related to the daily DRP activities at the designated field location. The APM assists in coordinating a broad spectrum of departmental policies and Offender Services procedures, affecting the performance and success of DRP programs. Under the general direction of the DRP CCIII, the APM serves as the assistant liaison and staff relations expert between the prison administration, contract treatment management staff, and DRP management. In cooperation with the DRP CCIII, the APM makes recommendations to DRP, prison administration, and contract treatment management staff to resolve issues involving the functioning of DRP Programs such as: the Offender Mentor Certification Program (OMCP), Integrated Substance Use Disorder Treatment (ISUDT), and Cognitive Behavioral Treatment (CBT) programs.

Specifically, the APM is responsible for:

**45% ADMINISTRATIVE DUTIES:** Review the Strategic Offender Management System (SOMS) and the Electronic Records Management System (ERMS) along with other applicable programs and offender lists to assist the DRP CCIII in identifying eligible participants for placement into DRP programs. Assist the DRP CCIII in monitoring and enforcing program operations and procedures, including all contract requirements such as staff and sub-contractor performance, employment policies and cultural competencies. Review and submit recommendations to the on-site contracted OMCP supervisor regarding contractor hires, reassignments, and waivers to minimum qualifications. Assist the DRP CCIII in overseeing and administering program budget, as well as reviewing and approving expenditures. Review any contractor reports related to OMCP and any other reports as needed. Make recommendations to the DRP CCIII regarding approval of the contractor’s motivation and incentive policy and procedures. Serve as liaison with the institutional and contract staff, the DRP, and outside agencies. Respond to telephone and/or written requests from offender family members, correctional counselors, and the general public. May act in the absence of the DRP CCIII.

**20% SAFETY AND SECURITY:** Under the general direction of the DRP CCIII, establishes a procedure for monitoring and correcting unsafe conditions within the DRP program environment, to include random searches of facility and inmates for contraband, physical inventory of materials and equipment, staff utilization of safety equipment, staff accountability, audio/video inventory and inspection, and adherence to standards of professional conduct and performance. Notify the CCIII or designee, as required, when an unusual incident occurs in the program. Monitor progressive/corrective disciplinary actions within DRP programs including the immediate removal of offenders from programming when required, and ensure completion of appropriate documentation. Respond to alarms when required.

**20% CLASSIFICATION:** Serves as an expert classification resource for the CBT’s, California Identification (CAL-ID) Program and Male Community Re-Entry Program (MCRP) with institutional staff. Establish a procedure for monitoring and ensuring all
eligible offenders are placed on DRP program waiting lists via classification action and/or assessment, are assigned to the appropriate programs and are subsequently removed upon completion.

10% **CAL-ID**: Assist the DRP CCIII in completing and reviewing all necessary CAL-ID documents including but not limited to the Reduced Fee Verification Letter and DL 1008 Transmittal sheet.

5% **TRAINING**: Assist the DRP CCIII in establishing procedures for meeting the California Department of Corrections and Rehabilitations (CDCR) mandatory training requirements for program staff including the 40-hour orientation training for new contract staff. Assist in coordinating the annual DRP contract staff training requirements to include Cross Training, Work Force Development, and other DRP sponsored seminars and training, as required. Provide assistance, equipment, and resources for institutional staff training regarding classification procedures and policies as they relate to DRP programs.

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Employee Signature     Date

_____________________________   _____________________
Manager Signature     Date