



OFFICE OF THE INSPECTOR GENERAL
Deputy Inspector General

Duty Statement

Classification

Deputy Inspector General

Office/Unit/Section

Warden Vetting Unit (WVU)

Position Number

297-001-9705-219

Incumbent

VACANT

Working Title

Region

Headquarters

Geographic Location

Sacramento

Effective Date

SECTION A: GENERAL DESCRIPTION

Under the direction of the Warden Vetting Unit (WVU), Deputy Inspector General, Senior, the Deputy Inspector General will conduct vettings of California Department of Corrections and Rehabilitation (CDCR or the department) warden candidates; conduct field inquiries, draft public reports, and perform other duties as assigned. The incumbent may travel to prisons, regional offices, and headquarters in Sacramento.

SECTION B: SPECIFIC ASSIGNMENTS (w/ESSENTIAL (E) and MARGINAL (M) FUNCTIONS)

The incumbent must have the ability to perform the following essential functions; percentage of time will vary based on unit assignment, with or without reasonable accommodations. In each of the assignments listed below, the Deputy Inspector General may be required to travel to and from department institutions, facilities, parole regions, and headquarters to meet with department staff or incarcerated persons, attend meetings, or evaluate the department's delivery of services to incarcerated persons.

% of Time

- 85% (E) – Vetting – Conduct warden background reviews, gather prison information, distribute stakeholder evaluations, and compile facility and regional staff documentation. Oversee the warden vetting process including work performed by regional Deputy Inspectors General. May be assigned to conduct interviews with designated department staff members. Prepares an initial (Phase II) and final vetting summary report (Phase III) for the Inspector General’s review. Prepare a vetting report for submission to the Governor’s Office. Travel to and from correctional facilities is required and will include overnight travel to the north, central, and southern CDCR institutions and other meetings or sites, as directed.
- 10% (E) – Conduct or assist in conducting special reviews as requested by the Governor, the Assembly, or the Senate concerning the department’s policies, practices, and procedures, other duties as assigned.
- 5% (E) – The incumbent will attend staff meetings as necessary and will attend training to maintain compliance with warden vetting procedures. The incumbent will assist the Deputy Inspector General and Deputy Inspector General, Senior in conducting special reviews as requested by the Governor, the Assembly, or the Senate concerning department’s policies, practices, and other duties as assigned.

SECTION C: SUPERVISION RECEIVED

The Intake and Vetting Unit Deputy Inspector General, Senior, supervises the Deputy Inspector General, but the Deputy Inspector General may receive assignments from the Assistant Chief Deputy Inspector General, the Chief Deputy Inspector General, or the Inspector General.

SECTION D: SUPERVISION EXERCISED

N/A

SECTION E: OTHER INFORMATION

The incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to OIG management needs. The individual occupying this position has access to confidential or sensitive information and the individual occupying this position is expected always maintain the privacy and confidentiality of such information.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name & Classification