

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>Richard J. Donovan Correctional Facility</b>		POSITION NUMBER (Agency-Unit-Class-Serial) 030-219-9608-001		MCR / HCR	
DIVISION / UNIT  Division of Adult Institutions / California Department of Corrections and Rehabilitation		CLASSIFICATION TITLE Community Resources Manager, CI			
		WORKING TITLE Community Resources Manager, CI			
		TIME BASE / TENURE FT/P	CBID S20	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Administration – Warden’s Office		INCUMBENT		EFFECTIVE DATE 03/29/2024	
<b>CDCR’S MISSION and VISION</b>					
<p><b>Mission</b> 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.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>					
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.					
<b>DIVISION OVERVIEW</b>					
Richard J. Donovan Correctional Facility (RJDCF) is a multi-mission institution: RJDCF’s primary mission is to provide housing for General Population and SNY, Level I, II, III & IV incarcerated persons serving their term of incarceration at RJDCF. Additionally, we provide health care services and rehabilitative programs to incarcerated persons while incarcerated at RJDCF. The Community Resource Unit coordinated community resources for RJDCF and coordinates collaborative partnerships with local stakeholders, and facilitates continuity of services and transition from incarceration to community that support CDCR reduction in recidivism strategies.					
<b>GENERAL STATEMENT</b>					
This specification describes a working supervisor in the specialty of Community Resources which has major responsibilities in identifying, developing, and managing community-related areas and resources to meet institutional and the incarcerated population needs.					
In an institution under the specific direction of the Warden and the functional direction of the Director of the Division of Community Partnerships (DCP), the Community Resources Manager (CRM), working under the title of Community Partnership Manager (CPM), is responsible for planning, organizing and directing the Community Partnership Program between the correctional institution, local community and special interest groups.					
<b>% of time performing duties</b>		<b>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.</b>			
35%		<p><b>Community Partnership Development</b> Plans, organizes, and directs a program to develop, allocate, coordinate, and control all community resources within and for a correctional institution; makes resource availability/priority decisions within the institution; designs and implements new and innovative programs to benefit the incarcerated population and institution.</p> <p>Assists in identifying, developing and coordinating collaborative partnerships with local stakeholders, and facilitates continuity of services and transition from incarceration to community that support CDCR reduction in recidivism strategies.</p> <p>Solicits community support and resources by contacting community leaders and agencies; makes presentations and follow-up visits; implements community-sponsored activities for incarcerated population; develops and provides orientation and training of institutional staff; designs and implements special events to designed to improve and maintain the relationship between the institution and various community stakeholders.</p>			

	<p>Coordinates and serves as a liaison for the legislatively mandated Citizens' Advisory Committee, the Incarcerated Population Visitor council, Community Reentry committees, civic organizations. Seeks volunteer partnerships for and manages the incarcerated population self help programs such as Alcoholics and Narcotics Anonymous; monitors CDCR contacts who provide anger management and parenting programs and services for the incarcerated population.</p>
30%	<p><b><u>Program Management and Supervision</u></b></p> <p>Provides direct supervision to the institution chaplains. Coordinates, monitors, and supports all religious programs. Prepares monthly chaplain duty schedules and timely job performance reviews. Is knowledgeable of the chaplain bargaining union contract. Monitors the implementation of court-mandated religious services such as the provision of the incarcerated population dietary needs. Oversees and monitors faith-based reentry programs, volunteer services, grants, and donations.</p> <p>Provides direction to the incarcerated population/family service contract employees; monitors and evaluates service contracts; services as a liaison for the incarcerated population/family service contractors to prison staff; monitors gate clearances and institutional contractor identification cards for the incarcerated population/family service contractors and volunteers.</p>
10%	<p><b><u>Volunteer Recruitment, Retention and Training</u></b></p> <p>Monitors staff sponsor to the incarcerated population Leisure Time Activity Groups and faith-based reentry programs. Directs and supervises volunteer recruitment for institutional programs including the incarcerated population self help and religious programs. Coordinates gate clearance process, training requirements and other activities necessary for the service of volunteers, assigned contract staff, and staff sponsors, in a correctional setting.</p>
10%	<p>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.</p>
5%	<p><b><u>Administrative Development, Data Collection and Evaluation</u></b></p> <p>Maintains records on program activities. Coordinates the collection of program data, and meets data reporting deadlines. Documents, and evaluates number of incarcerated person and hours provided to communities to determine cost savings; the number of incarcerated person and hours provided for self-help and religious activities that support CDCR reduction in recidivism strategies. Reviews and approves all Department Operation Manual supplements and Operational Procedures updates necessary for areas of responsibility of the Community Resources Manager.</p>
5%	<p><b><u>Special Events Planning and Coordination</u></b></p> <p>Ensures the incarcerated population fund raising requests and community services projects using incarcerated population labor are consistent with CDCR regulations and California statutes. Negotiates contracts with public entities who wish to use incarcerated population support services. Monitors the incarcerated population fund raising and community service projects approved by the Warden.</p>
5%	<p>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.</p>

Sexual Harassment Policy:

*Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010*

Initial: \_\_\_\_\_

Code of Conduct:

*As an employee of the Division of Adult Institutions, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated population and wards, families of the incarcerated population and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.*

Initial: \_\_\_\_\_

Incompatible Activities:

*Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.*

Initial: \_\_\_\_\_

**SPECIAL REQUIREMENTS**

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