|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** | | | | | |  | PROPOSED | | |
| POSITION DUTY STATEMENT | | |  | | | | | | |
|  | | |  | | | X | CURRENT | | |
|  | | |  | | | | | | |
| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | | | **POSITION NUMBER (Agency-Unit-Class-Serial)** | | | | | | **MCR / HCR** |
| Correctional Training Facility | | | 101-261-9645-002 | | | | | | 1/F |
| **DIVISION / UNIT** | | | **CLASSIFICATION TITLE** | | | | | | |
| Central Facility | | | Correctional Administrator, DOC | | | | | | |
| **WORKING TITLE** | | | | | | |
| Associate Warden | | | | | | |
| **TIME BASE / TENURE** | **CBID** | **WWG** | | | **COI** | |
| P/FT | M06 | E | | | Yes  No | |
| **LOCATION** | | | **INCUMBENT** | | | **EFFECTIVE DATE** | | | |
| Soledad | | |  | | |  | | | |
| **CDCR’S MISSION and VISION** | | | | | | | | | |
| **Mission**  We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.  **Vision**  We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. | | | | | | | | | |
| **COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION** | | | | | | | | | |
| 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. | | | | | | | | | |
| **DIVISION OVERVIEW** | | | | | | | | | |
| **BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS** | | | | | | | | | |
| Under the general direction of the Chief Deputy Warden, the Correctional Administrator, DOC (Associate Warden) is a sworn peace officer in a state adult correctional institution and is responsible for planning, organizing and directing the management of Facility C function of the institution for the following areas: Unit I and Unit II and Institutional Emergency Management Coordinator. | | | | | | | | | |
| **GENERAL STATEMENT** | | | | | | | | | |
| **BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS** | | | | | | | | | |
| Under the general direction of the Chief Deputy Warden and is responsible for planning, organizing and directing the management of Facility C. | | | | | | | | | |
| **% 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%    25%  20%  10% | Administratively responsible for the overall management of Facility C. Insures facility compliance with Departmental and Institution policies and procedures. Organizes and directs facility custodial and casework operations. Administers personnel management to include personnel discipline. Audits and prepares employee performance reports. Reviews Departmental and Institution policies and procedures and coordinates the development of related facility procedures. Monitors inmate grievance process and responds to First Level Grievances. Monitors employee grievance responses and responds to grievances.  Coordinates facility and program operations with other major elements of the Institution to ensure operational continuity. Reviews facility training to ensure the training and development of assigned staff. Trains subordinate staff. Reviews facility incidents and makes recommendations to Institution Administrative staff relative to facility operations. Audits facility for compliance with Court Order mandates, Departmental policy, and Institutional policy.  Monitors and coordinates facility classification process to include facility and institution transfer. Chairs Institutional Classification Committees for Administrative Segregation cases and Central Facility general population cases. Monitors Administrative Segregation Bed management and transfers. Ensures adequate housing availability.  Monitors facility security operations. Monitors overall facility cleanliness. Conducts meetings with facility staff. Attends Administrative staff meetings. Participates in employee hiring process. Attends staff training sessions. Directs and coordinates the development and completion of special projects as assigned. Reviews and approves staff responses to correspondence. Reviews and audits all inmate disciplinary actions to ensure compliance with Departmental policy. Performs duties of Chief Disciplinary Officer. Reviews and approves all facility Incident Reports and prepares manager’s review of all Use of Force incidents within the facility. Serves as institutional Administrative Officer of the Day. Attend In-Service Training as required. Serve as the Institutional Emergency Management Coordinator. Update the Emergency Operations Plan annually and assist with coordination of required training. | | | | | | | | |
| 10% | 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 | | | | | | | | |
| **SPECIAL REQUIREMENTS** | | | | | | | | | |
| * CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, 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** | | | |
|  | |  | | | |  | | | |