

DUTY STATEMENT

	RPA/647#-	EFFECTIVE DATE:
CDCR INSTITUTION OR DEPARTMENT California Health Care Facility (CHCF)	POSITION NUMBER (Agency - Unit - Class - Serial) 190-261-9645-xxx	
UNIT NAME AND CITY LOCATED ADMINISTRATION STOCKTON CA	CLASS TITLE Correctional Administrator, Department of Corrections Working Title: Associate Warden	
WORKING DAYS AND WORKING HOURS:	SPECIFIC LOCATION ASSIGNED TO Central Services	
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)	

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the direct supervision of the Chief Deputy Warden, the Correctional Administrator, working as the Associate Warden (AW) for Central Services is responsible for the planning, organizing, direction and evaluation of the prison's custody and security program. The AW is directly supervises one (1) Captain, and one (1) Correctional Counselor III. The AW is also responsible for the development, direction and evaluation of policies and procedures for other program areas including Academic and Vocational Education, Recreation, Library Services, and Religion. This position is in possession of an R DOM and as such, you are responsible for its security and proper use. You will be responsible for updating the binder when revisions are given to you by the R DOM Coordinator. You will review and become familiar with your specific duties as outlined in the R DOM.

% 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. <i>(Use additional sheet if necessary)</i>
	ESSENTIAL FUNCTIONS
30%	Plan, organize, direct and review/evaluate the work of subordinate custodial staff engaged in the development and implementation of specific operational procedures, staff training programs, and security programs; direct and review the work of subordinate staff engaged in the writing of specific inmate duty statements and custodial post orders delineating employee responsibilities. Supervise the Correctional Captain assigned the duties of Custody Captain. Indirect supervision of the institutional Watch Commander, Watch Office, Central Control, perimeter security, and community crews.
30%	Plan, organize, direct and review/evaluate the work of subordinate custodial staff engaged in the development and implementation of specific operational procedures, staff training programs, and security programs; direct and review the work of subordinate staff engaged in the writing of specific inmate duty statements and custodial post orders delineating employee responsibilities. Supervise the Correctional Captain assigned the duties of the Administrative Captain. Indirect supervisor of the Correctional Lieutenant in charge of Mail and Visiting Operations and the Lock shop. Monitor compliance with Americans with Disabilities Act/Disability Placement Program policies and procedures regarding placement, programs and grievances of inmates with disabilities and those inmates in the Clark Remedial Plan.
15%	Plan, organize, direct and review/evaluate the work of subordinate staff engaged in the development and implementation of academic and vocational education programs, library services and recreation. Supervises the Supervisor of Correctional Education Programs. Indirect supervision of Supervisor of Academic Instruction and Supervisor of Vocational Instruction.

15%	Serve as Chairperson on Institutional Classification Committee (ICC). Serve as Chief Disciplinary Officer (CDO). Manage the disciplinary process and conduct audits of Rules Violation Report actions within the Division. Conduct inspections of areas within the Division. Review Incident Packages and complete Use of Force critiques as needed. Serves as Administrative Officer of the Day (AOD). Acts for the Warden or Chief Deputy Warden in their absence.
5%	Plan, organize, direct and review/evaluate the work of Chaplains of various faiths and denominations engaged in the development and implementation of the Inmate Religion Program. Participate in the recruitment, selection, and training of personnel in accordance with the Equal Employment Opportunity Policy of the California Department of Corrections and Rehabilitation. Attend Institutional Safety Committee meetings and actively participate in the institution's Injury and Illness Prevention Program
5%	Represent the California Health Care Facility and the California Department of Corrections and Rehabilitation at public meetings and meetings with various control agencies regarding operation of the prison.
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Comprehensive knowledge of the principles and practices of public and correctional administration including inmate classification, inmate program, discipline, and parole to effectively provide public safety in a fiscally sound manner and meet the mission of CDCR. Also a comprehensive knowledge of the principles and practices of personnel management and supervision of a large organization in an institution setting. Knowledge of the organizational structure of institutional/headquarters divisions including custody, business series, health care, administration, reception/program, and housing to provide effective management of a division within the organization. Knowledge of the purposes, activities, regulations, and functions to effectively provide public safety and comply with federal and state laws. Advanced knowledge of the problems involved and methods used in the custody, control, and adjustment of antisocial behavior to safely manage the inmate population. Advanced knowledge of the manager's role in the EEO Program and the processes available to meet the Departments EEO objectives. Comprehensive knowledge of state and federal laws and court mandates to ensure compliance with legal requirements.</p> <p><i>Ability to:</i> Plan and organize a large multidisciplinary workforce to effectively manage a division/program. Be able to direct and evaluate a large multidisciplinary program to ensure compliance with regulatory guidelines. Apply effective principles of public and correctional administration to effectively manage a division/program. Be able to establish and maintain cooperative working relationships with officials and staff members, public agencies, employee organizations, interested community and professional groups to promote an environment that is conducive to carrying out the mission of the Department. Be able to analyze situations or data accurately and develop an effective course of action to effectively manage a division or program. Communicate effectively, and promote equal opportunity to maintain a work environment free of discrimination, harassment and violence.</p>

DESIRABLE QUALIFICATIONS

Demonstrated leadership and program planning ability to effectively coordinate and manage a division/program. Emotional maturity and stability to provide effective leadership in stressful situations. Empathetic and objective understanding of persons in custody to effectively manage the inmate population. Have a clear understanding of the Departments vision and mission. Good personal and social adjustment for correctional work to maintain professionalism within the workplace. Willingness to work day, evening, or night shifts, weekends, and holidays for duty at any time emergencies arise to ensure public safety.

SPECIAL PHYSICAL CHARACTERISTICS

Freedom from any physical condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator, DOC.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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DUTY STATEMENT

RPA/647#-

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Health Care Facility (CHCF)	POSITION NUMBER (Agency - Unit - Class - Serial) 190-261-9645-xxx
UNIT NAME AND CITY LOCATED ADMINISTRATION STOCKTON CA	CLASS TITLE Correctional Administrator, Department of Corrections Working Title: Associate Warden
WORKING DAYS AND WORKING HOURS:	SPECIFIC LOCATION ASSIGNED TO Business Services

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the general direction of the Chief Deputy Warden-Administration, the Correctional Administrator, working as the Associate Warden (AW) for Business Services, provides direction to Business Services' Department Heads in providing support, custodial, and business related services in the areas of Plant Operations, Food Services, Fire Prevention and Life Safety, Procurement, Warehouse, Accounting, Personnel, Toxic and Hazardous Waste Disposal, Budgeting. Plans and oversees all activities of the Business Services' Division, including custodial and security responsibilities for staff and inmate workers.

This position is in possession of an R DOM and as such, you are responsible for its security and proper use. You will be responsible for updating the binder when revisions are given to you by the R DOM Coordinator. You will review and become familiar with your specific duties as outlined in the R DOM.

% 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. <i>(Use additional sheet if necessary)</i>
	ESSENTIAL FUNCTIONS
35%	Plan and administer the Plant Operations, and Fire and Safety programs. This includes directing program supervisors in the maintenance of facility, grounds, equipment, and utilities; development of major and minor capital outlay projects; management of operations of the fire and safety programs. Monitor and evaluate program functioning and resolves difficult administrative problems that may involve other institutional programs, local governments, and/or State control agencies.
30%	Plan and administer the business management programs. Through the Correctional Business Manager II and Correctional Business Manager I, indirectly oversees the personnel hiring, payroll, and benefit programs; the fiscal planning, monitoring, accounting operations; the procurement and warehousing programs including the automobile pool, canteen, and laundry. Monitor and evaluate program functioning. Provide leadership in resolving difficult administrative problems.
15%	Tour areas of responsibility in your area as well as the institution as a whole. Talk to staff, monitor projects underway, audit compliance with departmental/institutional policy and procedures, and ensure overall cleanliness and safety of all areas.
10%	Attend regularly scheduled meetings, Chair division meeting for Business Services weekly. Attend departmental meetings and training as scheduled.

5%	Ensure completion of routine written assignments in your area as required, (i.e., performance reports, DOM Supplement/Operational Procedure revisions, Duty Statement revisions, monthly budget reports, and all other assignments given to you). Monitor compliance with Americans with Disabilities Act/Disability Placement Program policies and procedures regarding placement, programs and grievances of inmates with disabilities and those inmates in the Clark Remedial Plan. Acts for the Warden or Chief Deputy Warden in their absence. Serves as the Administrative Officer of the Day.
5%	Represent the California Health Care Facility and the California Department of Corrections and Rehabilitation at public meetings and meetings with various control agencies regarding operation of the prison. Review Incident Packages and complete Use of Force critiques as needed.
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Comprehensive knowledge of the principles and applications of effective budget preparation and control of a large organization in an institution setting to comply with departmental budget authority. Also a comprehensive knowledge of the principles and practices of personnel management and supervision of a large organization in an institution setting. Knowledge of the organizational structure of institutional/headquarters divisions including custody, business series, health care, administration, reception/program, and housing to provide effective management of a division within the organization. Basic knowledge of the principles and practices of State capital outlay procedures to ensure compliance with the Department of Finance. Knowledge of the purposes, activities, regulations, and functions to effectively provide public safety and comply with federal and state laws. Advanced knowledge of the problems involved and methods used in the custody, control, and adjustment of antisocial behavior to safely manage the inmate population. Advanced knowledge of the manager's role in the EEO Program and the processes available to meet the Departments EEO objectives. Comprehensive knowledge of state and federal laws and court mandates to ensure compliance with legal requirements.</p> <p><i>Ability to:</i> Plan and organize a large multidisciplinary workforce to effectively manage a division/program. Be able to direct and evaluate a large multidisciplinary program to ensure compliance with regulatory guidelines. Apply effective principles of public and correctional administration to effectively manage a division/program. Be able to establish and maintain cooperative working relationships with officials and staff members, public agencies, employee organizations, interested community and professional groups to promote an environment that is conducive to carrying out the mission of the Department. Be able to analyze situations or data accurately and develop an effective course of action to effectively manage a division or program. Communicate effectively, and promote equal opportunity to maintain a work environment free of discrimination, harassment and violence.</p>
	<p>DESIRABLE QUALIFICATIONS</p> <p>Demonstrated leadership and program planning ability to effectively coordinate and manage a division/program. Emotional maturity and stability to provide effective leadership in stressful situations. Empathetic and objective understanding of persons in custody to effectively manage the inmate population. Have a clear understanding of the Departments vision and mission. Good personal and social adjustment for correctional work to maintain professionalism within the workplace. Willingness to work day, evening, or night shifts, weekends, and holidays for duty at any time emergencies arise to ensure public safety.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Freedom from any physical condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator, DOC.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

Contracts HNPU HPM III Duty Statement (rev. 5/16/2011)

DUTY STATEMENT

RPA/647#-

EFFECTIVE DATE:

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CDCR INSTITUTION OR DEPARTMENT California Health Care Facility (CHCF)		POSITION NUMBER (Agency - Unit - Class - Serial) 190-261-9645-xxx
UNIT NAME AND CITY LOCATED ADMINISTRATION STOCKTON		CLASS TITLE Correctional Administrator, Department of Corrections Working Title: Associate Warden
WORKING DAYS AND WORKING HOURS:		SPECIFIC LOCATION ASSIGNED TO Facility E
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.		
Under the general direction of the Chief Deputy Warden-Administration, the Correctional Administrator, working as an Associate Warden (AW) assigned to Facility E is the Chief Disciplinary Officer for your division. The AW directly supervises one (1) Captain, Adult Institution. The AW is responsible for the management, compliance and daily functions of Custody and Security procedures, Institutional Classifications; Disciplinary process, Counseling services and Casework within your division, and additional administrative responsibilities. This position requires thorough knowledge of the Code of Regulations, Title 15, Division 3, Chapter 1, Subchapter 4, Article 5: Discipline. It is your role to ensure the security of the institution and the effectiveness of treatment programs within the framework of security and safety, as well as to ensure that each employee is trained to understand how the physical facilities, degree of custody classification, personnel and operative procedures affect the maintenance of inmate custody and security. The requirement of custodial security and staff, inmate and public safety must take precedence over all other considerations in the operations of programs and activities. This position is responsible for planning, organizing, and directing the management of the Administrative Segregation Unit, Enhanced Outpatient Hub. Special projects as assigned. This position is in possession of an R DOM and as such, is are responsible for its security and proper use. Act as the institutions Equal Employment Opportunity (EEO) Coordinator.		
% 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. <i>(Use additional sheet if necessary)</i>	
	ESSENTIAL FUNCTIONS	
30%	Manage Custody and Security Procedures within the Division. Chair Institutional Classifications Committee on behalf of the Warden as needed and review of completed Classification Committee chronos. Audit of the Administrative Segregation Placement Notice process and related due process. Monitor compliance with Americans with Disabilities Act/Disability Placement Program policies and procedures regarding placement, programs and grievances of inmates with disabilities and those inmates in the Clark Remedial Plan.	
20%	Act as EEO Coordinator for the institution. Receives and assigned EEO Counselor intake summary reviews. Review complaints to determine if EEO prima facie criteria exists. Prepare acknowledgement, admonishment, Office of Civil Rights (OCR) referrals, and closure documentation. Maintain all EEO files. Advise managers/supervisors of appropriate action to be taken during complaint process. Act as EEO liaison with OCR and Legal Affairs Division on EEO issues. Prepare quarterly audit documentation for OCR and monthly reports to Warden on the status of open EEO cases.	
20%	Manage the disciplinary process and conducts audits of Rules Violation Report actions within the Division; Conduct inspections of areas within the Division. Review Incident Packages and complete Use of Force critiques as needed. Evaluation/audit of Institutional Security Plan and correction of any deficiencies within the Division.	

20%	Manage Counseling Services and Casework within the division; Manage and process inmate grievances and acts as Chief Disciplinary Officer. Process staff and inmate correspondence. Prepare/evaluate Budget Change Proposals and Budget Concept Statements for staff and construction projects. Evaluate equipment needs and prepare equipment requests. Manage division budget. Audit sick leave usage, overtime, and general expenditures. Plan/prepare division goals.
10%	Represent the California Health Care Facility and the California Department of Corrections and Rehabilitation at public meetings and meetings with various control agencies regarding operation of the prison. Supervise the Facility Captain and an Office Technician. Attend/perform staff meetings. Serves as Administrative Officer of the Day (AOD). Acts for the Warden or Chief Deputy Warden in their absence
	<p>DESIRABLE QUALIFICATIONS</p> <p>Demonstrated leadership and program planning ability to effectively coordinate and manage a division/program. Emotional maturity and stability to provide effective leadership in stressful situations. Empathetic and objective understanding of persons in custody to effectively manage the inmate population. Have a clear understanding of the Departments vision and mission. Good personal and social adjustment for correctional work to maintain professionalism within the workplace. Willingness to work day, evening, or night shifts, weekends, and holidays for duty at any time emergencies arise to ensure public safety.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Freedom from any physical condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator, DOC.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

DUTY STATEMENT

DUTY STATEMENT		RPA# -	EFFECTIVE DATE:
CDCR INSTITUTION OR DEPARTMENT California Health Care Facility (CHCF)		POSITION NUMBER (Agency - Unit - Class - Serial) 190-261-9645-xxx	
UNIT NAME AND CITY LOCATED ADMINISTRATION STOCKTON CA		Class/Title: Correctional Administrator, Department of Corrections Working Title: Associate Warden	
WORKING DAYS AND WORKING HOURS:		SPECIFIC LOCATION ASSIGNED TO Americans with Disabilities (ADA)	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.			
Under the general direction of the Chief Deputy Warden, the Correctional Administrator at the California Health Care Facility for the Americans with Disabilities Act (ADA) Coordinator shall implement Federal and State laws and Departmental policies and procedures involving ADA. The Institution ADA Coordinator shall be an Associate Warden level or higher, and is assigned to work exclusively on ADA duties. The ADA Coordinator shall work closely with the Warden, The Office of Audits and Court Compliance (OACC), Correctional Counselor II (CC-II) assigned at the prison, the Captain and CC-II at the California Department of Corrections and Rehabilitation (CDCR) Headquarters, and the Office of Legal Affairs staff counsel to establish and maintain the CDCR Disability Placement Program (DPP) and Development Disability Program (DDP) polices at the Institution. The Institution ADA Coordinator shall assume a leadership role in achieving and maintaining substantial compliance with the Armstrong Remedial Plan, Armstrong Board of Parole Hearings (BPH) Parole Proceedings Remedial Plan (ARPII) and the Clark Remedial Plan (CRP). This position is in possession of an R DOM and as such, you are responsible for its security and proper use. You will be responsible for updating the binder when revisions are given to you by the R DOM Coordinator. You will review and become familiar with your specific duties as outlined in the R DOM. CHCF's ADA Coordinator shall uphold effective ADA standards and ongoing compliance with Federal and State laws and Departmental regulations, polices, and procedures to include the following:			
% 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. <i>(Use additional sheet if necessary)</i>		
	ESSENTIAL FUNCTIONS		
25%	Serves as the liaison to the OACC on ADA cases in litigation which include Armstrong v. Schwarzenegger and Clark v. California. Coordinate and monitor the institution's overall compliance with the ARP, ARP II and CRP. Work closely with both CC-IIs and the supervising correctional counselors who are assigned as Assistant ADA Coordinators to achieve compliance goals. Shall ensure that the housing and programming of inmates with disabilities are reasonable and appropriate and comply with the Disability Placement Program (DPP) and the Developmental Disability Program (DDP). Provide ADA expertise and guidance to the institution staff for the implementation of departmental ADA policies. Work with institution staff in the implementation of ADA policy affecting all institution operations and processes such as the inmate appeals, custody and classification, disciplinary process, access to programs, services and activities, e.g., library services, health care delivery, appropriate housing, work and program assignments, receiving and release, physical plant, etc.		
25%	Conduct internal audits of ADA compliance and prepare corrective action plans. Conduct inmate interviews to identify ADA issues/needs. Conduct reviews of local institution operations, procedures, manuals and accessibility issues to ensure ADA compliance.		

25%	Conduct routine monitoring of the inmate appeals process to identify problems associated with timeliness, screening decisions, appropriate responses, etc. Work closely with the appeals coordinator to ensure that interim accommodations are addressed when appropriate.
15%	Work with Plata AW and health care staff in ensuring inmates with disabilities are properly screened (DDP), evaluated and verified (DPP) and that associated verification forms are completed timely and accurately. Work with C&PR/RC CC-III to ensure ADA mandates are met specific to the tracking of disabled inmates, the Transition to Parole Process and BPH Parole Proceedings.
5%	Ensure accurate timely document production for monitoring tours. Participate in monitoring tours, ensure all pertinent staff is present for monitoring tours and coordinate corrective action measures. Review monthly all CDC Forms 115 of inmates in the DDP.
5%	Ensure staff receives training and follow up training on the provisions of ARP and CRP. Perform other duties as assigned/required to ensure the institution's compliance with Federal and State laws and Departmental policies and procedures involving ADA. Serves as the Administrative Officer of the Day.
	<p>DESIRABLE QUALIFICATIONS</p> <p>Demonstrated leadership and program planning ability to effectively coordinate and manage a division/program. Emotional maturity and stability to provide effective leadership in stressful situations. Empathetic and objective understanding of persons in custody to effectively manage the inmate population. Have a clear understanding of the Departments vision and mission. Good personal and social adjustment for correctional work to maintain professionalism within the workplace. Willingness to work day, evening, or night shifts, weekends, and holidays for duty at any time emergencies arise to ensure public safety.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Freedom from any physical condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator, DOC.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

DUTY STATEMENT

DUTY STATEMENT		RPA# -	EFFECTIVE DATE:
CDCR INSTITUTION OR DEPARTMENT California Health Care Facility (CHCF)		POSITION NUMBER (Agency - Unit - Class - Serial) 190-261-9645-xxx	
UNIT NAME AND CITY LOCATED ADMINISTRATION STOCKTON CA		Class/Title Correctional Administrator, Department of Corrections Working Title: Associate Warden	
WORKING DAYS AND WORKING HOURS:		SPECIFIC LOCATION ASSIGNED TO Health Care Access	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)	
<p>YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.</p> <p>Under the direction of the Chief Deputy Warden-Administration, the Correctional Administrator, working as the Associate Warden (AW) for Health Care Access, will organize, implement and maintain a custodial program to ensure access to medically necessary health care. The AW directly supervises one (1) Captain, Adult Institution. This position serves as Coleman Coordinator, Clark Coordinator, and coordinates any other litigation pertaining to health care services class actions. This position is also responsible for planning, directing and overseeing Facility 3B, Enhanced Out-Patient Program (EOP), Clark/Developmental Disability Program (DDP), and inmate medical appeals.</p> <p>This position is in possession of an R DOM and as such, you are responsible for its security and proper use. You will be responsible for updating the binder when revisions are given to you by the R DOM Coordinator. You will review and become familiar with your specific duties as outlined in the R DOM.</p>			
% 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. <i>(Use additional sheet if necessary)</i>		
	ESSENTIAL FUNCTIONS		
40%	<p>Responsible for assuring timely inmate access to health care by facilitating coordination between custody, administrative, and health care operations by monitoring compliance with priority medical ducat policies and procedures; reviewing inmate assignments and ducating schedules to ensure they provide inmates access to medical care; monitoring the availability of custody staff to continue medical operations during normal program operations and during institution lockdowns. Review tracking systems and data collected as required by health care and custody staff per the Inmate Medical Services Policies and Procedures (IMSP&P) regarding access to care success and failure rates and assist in coordinating custody and medical Corrective Action Plans. Coordinate with Custody and Facility Captains the review of Post Assignment Schedules (budgeted number of positions) and Master Assignment Rosters (scheduling of positions) to ensure custody positions established to escort inmates to medical services are appropriately assigned and meet inmate needs to access health care services. Coordinate with Custody Captain and Senior Medical Technical Assistant to ensure health care positions established to support health care operations are appropriately assigned and meet inmate needs to access health care services. Directs the custodial oversight of all inmates transported off institution grounds, determining the security requirements necessary to safely transport the inmate, ensure timely health care operations and minimize associated overtime costs. Coordinate security inspections of offsite health care operations to ensure the safety and security of staff, inmates and escape potential. Oversees the EOP and DDP to ensure compliance with court ordered mandates.</p>		

25%	<p>Participate in Institutional Classification Committees (ICC) with the Warden/Chief Deputy Warden, Facility Captain, Clinicians, Classification staff and other committee members to assist in the decision making-process regarding identification of inmate's placement/transfer and change in privilege group. Ensure and resolve inmate issues referred by lower classification committees (i.e, single cell status). Attend Interdisciplinary Treatment Team (IDTT) committees, as needed, with clinicians and classification staff to assist in the decision-making process regarding identification of best placement for inmate's treatment needs. Act as liaison between health care and custody operations to ensure custodial and classification actions taken during various classification committees for PSU, EOP, CTC and EOP Administrative Segregation Programs are adhered to by the appropriate health care and custody staff. Establish and co-chair with the HCM, on an ongoing basis, a joint custody, administrative, and health care quality management committee designed to improve health care services delivery and resolve relevant issues. Attend all meetings, discussions, and forums on issues impacting correctional support/custodial operations of Health Care Services, focusing on improving access to care, delivery of quality care, and resolve relevant issues. Participate in the HCSD and institution Quality Management Committee meetings, monthly Emergency Response Review committee and Suicide Prevention Committee. Participate in all executive use of force reviews and be a member of the Governing Body.</p>
20%	<p>Work closely with the institution's Litigation Coordinator to monitor the status of all health care related class actions. Assist the HCM in the coordination and monitoring of all court imposed remedial plans, settlement agreements or orders. Participate in the development and implementation of any required Corrective Action Plans (CAP) related to health care litigation issues, ensuring all remedies identified on CAPs are addressed as identified and in a timely manner. Review all recommendations for new or revised policy/procedures and provide consultation regarding the impact upon support, custodial and health services operation. Act and serve as the liaison between Institution, Health Care Services, and Custody staff and ensure effective communication channels between all areas. Meet as needed with Associate Warden Business Services and HCM to ensure effective communication and resolve business related issues occurring within Health Care Services. Assist the HCM in the coordination of fiscal reviews.</p>
10%	<p>Work with institution's Litigation Coordinator to monitor all institution health care related litigation ensures litigation prevention and provides assistance to Warden and HCM related to the review and completion of Corrective Action Plans (CAPS). Work with institution's Employee Relations Officer and health care supervisors as needed to resolve employee relations issues related to health care staff. Work with appropriate health care staff and Inmate Appeals Correctional Counselor II (Spec) to ensure all medical appeals are handled in a timely manner and to identify potential deficiencies that may exist related to access to medical care.</p>
5%	<p>Participate as Administrative Officer of the Day. Maintain a safe and secure environment, following all safety and Universal Precautions, report any unsafe equipment or situations, and be knowledgeable of emergency and fire procedures. Other duties and special projects as assigned. Serves as the Administrative Officer of the Day.</p>
	<p>DESIRABLE QUALIFICATIONS</p> <p>Demonstrated leadership and program planning ability to effectively coordinate and manage a division/program. Emotional maturity and stability to provide effective leadership in stressful situations. Empathetic and objective understanding of persons in custody to effectively manage the inmate population. Have a clear understanding of the Departments vision and mission. Good personal and social adjustment for correctional work to maintain professionalism within the workplace. Willingness to work day, evening, or night shifts, weekends, and holidays for duty at any time emergencies arise to ensure public safety.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Freedom from any physical condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator, DOC.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

DUTY STATEMENT

DUTY STATEMENT		RPA# -	EFFECTIVE DATE:
CDCR INSTITUTION OR DEPARTMENT California Health Care Facility (CHCF)		POSITION NUMBER (Agency - Unit - Class - Serial) 190-261-9645-xxx	
UNIT NAME AND CITY LOCATED ADMINISTRATION STOCKTON CA		CLASS TITLE Correctional Administrator, Department of Corrections Working Title: Associate Warden	
WORKING DAYS AND WORKING HOURS:		SPECIFIC LOCATION ASSIGNED TO A/B Facility	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.			
Under the general direction of the Chief Deputy Warden, the Correctional Administrator, working as the Associate Warden (AW) for Psychiatric Inpatient Program/Mental Health Crisis Bed Unit, is responsible for inmate housing assignments. The AW serves as a member of various committees, and coordinates special projects directed by the Warden and/or Chief Deputy Warden. The AW is responsible for all inmate housing units and ensuring all commitments received are processed within prescribed Departmental time constraints. The AW is responsible for the safety, discipline and general care of inmates undergoing processing and permanent placement. The AW ensures that all security components are in place (i.e., proper staff coverage, weapons, restraint equipment). The incumbent directly supervises two (2) Captains, Adult Institutions, one (1) Correctional Counselor III, and one (1) Office Technician (Typing). The AW also indirectly supervises subordinate staff. This position is in possession of a Restricted Department Operational Manual (R DOM), and as such, is responsible for its security and proper use. The incumbent will be responsible for updating the binder when revisions are given by the R DOM Coordinator. The incumbent will review and become familiar with position specific duties outlined in the R DOM.			
% 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. <i>(Use additional sheet if necessary)</i>		
ESSENTIAL FUNCTIONS			
25%	Review and audit the disciplinary procedures, which include auditing of all Rules Violation Reports generated in the facility. Review, research and prepare appropriate responses for inmate grievances.		
25%	Primary custodial responsibility for operation of all inmate patient program units. Inspect areas of responsibility to ensure cleanliness, safety requirements and basic humane living conditions and institution/departmental procedures are being adhered to.		
25%	Prepare, coordinate and/or review assignments for the Chief Deputy Warden, Warden or staff in Central Office, including Institutional Appeal Reports, Processing Reports, Budget Change Proposals and Procedure Manual revisions.		
10%	Prepare, coordinate and/or review assignments for the Chief Deputy Warden, Warden or staff in Central Office, including Institutional Appeal Reports, Processing Reports, Budget Change Proposals and Procedure Manual revisions		
10%	Attend and participate in weekly staff sessions held by the Warden/Chief Deputy Warden. Conduct weekly meetings with subordinate staff to disseminate information and implementation of policy and procedural changes. Monitor compliance with Americans with Disabilities Act/Disability Placement Program policies and procedures regarding placement, programs and grievances of inmates with disabilities and those inmates in the Clark Remedial Plan. Review Incident Packages and complete Use of Force critiques as needed.		

5%	Perform the duties of the Chief Deputy Warden and/or Warden in their absence from the institution. Serves as the Administrative Officer of the Day.
	<p>DESIRABLE QUALIFICATIONS</p> <p>Demonstrated leadership and program planning ability to effectively coordinate and manage a division/program. Emotional maturity and stability to provide effective leadership in stressful situations. Empathetic and objective understanding of persons in custody to effectively manage the inmate population. Have a clear understanding of the Departments vision and mission. Good personal and social adjustment for correctional work to maintain professionalism within the workplace. Willingness to work day, evening, or night shifts, weekends, and holidays for duty at any time emergencies arise to ensure public safety.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Freedom from any physical condition that would interfere with the full performance of the essential functions of the job of a Correctional Administrator, DOC.</p>

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE