

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Employee Wellness (OEW)		POSITION NUMBER (Agency-Unit-Class-Serial) 065-544-9662-918		MCR / HCR	
DIVISION / UNIT Division of Administrative Services/Office of Employee Wellness		CLASSIFICATION TITLE Correctional Officer			
		WORKING TITLE			
		TIME BASE / TENURE Limited Term/Full Time	CBID R06	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION HQ	INCUMBENT		EFFECTIVE DATE		
CDCR'S 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.					
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.					
CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Office of Employee Wellness (OEW) provides a safe, accessible, and connective space for proactive wellness support, education, and resources for all California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) employees. OEW develops, implements and oversees the department-wide employee wellness programs including the Peer Support Program (PSP), Law Enforcement Chaplaincy/California Chaplain Corps, CDCR Wellness app, Employee Assistance Program (EAP), and other statewide wellness programs					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Correctional Sergeant (OEW), the Correctional Officer will utilize their firsthand experience, knowledge, and understanding of the correctional law enforcement environment and California Department of Corrections and Rehabilitation (CDCR) institutional operations to assist in and facilitate the creation, implementation, metrics, maintenance, marketing and evaluation of statewide employee wellness programs and initiatives for CDCR, California Correctional Health Care Services (CCHCS), and Division of Juvenile Justice (DJJ) employees and their families. The incumbent must draw from their correctional experience to build and maintain rapport statewide with departmental staff in order to encourage their utilization of the wellness programs, and offer internal insight into the complexity and sensitivity of issues facing correctional staff and their families. The incumbent will utilize their correctional knowledge and expertise to become proficient in all wellness programs so they may effectively and conscientiously provide evaluation of such programs, provide feedback and recommend changes. Must work effectively under stressful conditions, work effectively and cooperatively under the pressure of working weekends, holidays, extended and rotating shifts (day/night) as needed or directed by the department head. Be prepared for statewide travel, on short notice, to and from various CDCR, CCHCS, and DJJ facilities, camps and offices for extended periods of time. Maintain confidentiality regarding all information of a personal or professional nature of employees who request services from OEW.					
% 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%	DUTIES INCLUDE Utilizing correctional knowledge and expertise assist in the development, implementation or enhancement, delivery and evaluation of statewide wellness-related programs as assigned. Using correctional knowledge				

concentrate on wellness program and initiatives delivery systems, specifically assisting with the creation of a robust digital marketing campaign. Applying correctional knowledge and expertise; develop, implement, and evaluate methods of communicating and educational campaigns to departmental employees and their families, including, but not limited to; on-site seminars, statewide site visits, monthly email blasts, webinar updates, videos, etc. campaign. Assist with managing CDCR's wellness app programming software.

30% Utilizing correctional knowledge assist in the development and reinforcement of the statewide Peer Support Program. Utilizing correctional experience build and maintain rapport with correctional staff to encourage their utilization and feedback of employee wellness programs. Build and maintain cooperative working relationships with staff, public officials, public agencies, wardens, institutional and administrative staff, legal, labor organizations and professional groups. Overnight travel to prisons, facilities, and program offices within the state as required for mission accomplishment.

25% Assist staff and family members with accessing professional assistance and available resources on a wide variety of physical and behavioral health concerns. Using correctional knowledge conduct field research via outreach efforts to other law enforcement and state agencies on best practices and trends, ensuring the department remains conducive with industry standards, when operationally and fiscally allowable. Provide guidance in determining the appropriateness of specialized law enforcement resources for inclusion in existing wellness programs.

10% Utilizing correctional experience, research and provide oral and written recommendations, processes, and procedures on ways to reduce the stigma associated with mental health and the use of mental health services. Conduct presentations on the goals, operations, and use of employee wellness programs. Assist in the development and revision of processes, procedures, and regulation. Under general direction create and maintaining various metrics to track and evaluate the utilization, quality, accessibility, and employee satisfaction of wellness programs and resources. Perform other duties as needed or required to support the physical and behavioral health of departmental employees and their families or as directed by the OEW Associate Director or their designee

Responsibility for Decisions and Consequence of Error: Assume and demonstrate independent responsibility for decisions and actions having staff and programmatic impact. High consequence of error.

Personal Contacts:

- *Internal:* Secretary, Undersecretaries, Directors, Deputy Directors, Division Chiefs, Wardens, CEO's, Regional Parole Administrators, CCHCS, DJJ, departmental medical and mental health professionals, line supervisors and staff.
- *External:* Stakeholders, local mental health professionals, other governmental agencies, union representatives, labor organizations, community organizations

Desirable Qualifications

Incumbent must demonstrate the ability to perform assigned functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- Extensive and recent experience in an adult institutional environment.
- Working knowledge of correctional-organizational dynamics and culture.
- Knowledge of working conditions unique to a correctional setting.
- Knowledge of common and unusual stressors in public safety work, on first responders and strategies to mitigate their impact.
- Understanding of the unique aspects of confidentiality and testimonial privilege when providing services to public safety personnel, first responders and/or agencies.

- Must possess excellent written and verbal communication skills.
- Must encompass excellent research skills.
- Must possess excellent communication skills.

Physical and Environment Demands and Working Conditions and Requirements

Administrative Essential Functions:

- Must be able to be on standby, on-call to provide assistance.
- Maintain regular and reliable attendance, be punctual, and complete the workday and workweek in accordance with the position requirements.
- Identified work location is CDCR HQ but will be required to work at any CDCR, CCHCS, or DJJ location including any departmental location regardless of level of security, acuity, or population gender including; but not limited to, inside housing units, clinical environments or activities yard.
- Be supervised or directed by assigned manager or supervisor.
- Maintain cooperative working relationships with members of staff, public officials, wardens, Chief Executive Officer's, add DJJ equivalent institutional/youth facility and administrative staff, legal, public agencies, labor organizations and professional groups.
- Function professionally under highly stressful circumstances, get along well and interact with co-workers, managers/supervisors, in person and through electronic and verbal means of communication, in a professional and courteous manner to accomplish common tasks.
- Interpret and apply appropriate laws, rules, regulations, policies, etc. in order to gather and provide information and respond to inquiries from within and outside the Department to ensure compliance.
- Communicate effectively, intelligibly, and professionally, by way of verbal, written, or electronic communication, disseminate information, respond to inquiries, provide direction and training, and document appropriate information.
- Legibly and intelligibly document, prepare, report, and maintain records of services provided; using word processor (e.g. MS Word), spreadsheet (e.g. MS Excel), and database programs.
- Inspect, observe, lock, and secure applicable records and materials.
- Work under pressure and under tight deadlines.
- Represent the Department at formal and informal settings such as meetings, conferences, hearings, etc.
- Comprehend, retain, integrate, synthesize and apply information to meet departmental demands.
- Work independently and with minimal, or on occasion, no supervision.
- Follow verbal and written instructions.
- Accept appropriate suggestions and constructive criticism and if necessary, respond by modification of behavior.
- Manage the use of time effectively and prioritize actions to complete professional and technical tasks within expected time constraints.
- Exercise professional judgment and ethical behavior at all times.
- Possess reading and writing skills sufficient to meet departmental demands.
- Identify and communicate limits of one's own knowledge and skills to others when appropriate.
- Multitask and deal with changing priorities.
- Must work effectively under stressful conditions, work effectively and cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shift (day/night).
- Statewide travel on short notice and may be required for extended periods of time.

Physical Essential Functions:

- Ability to respond quickly and appropriately during an emergency situation.

- Access all floors of facilities with multiple levels separated by flights of stairs.
- Have and maintain sufficient strength, agility, and endurance in order to respond during stressful or emergency (physical, mental, and emotional) situations without compromising the health and well-being of self or others.
- Have mental capacity to recall an incident in order to accurately document it in writing.
- Maintain and ensure confidentiality of all information, records, documents, concerns, issues, etc.
- Lift and carry occasionally too frequently, in the light (up to 20 pound maximum) range, from the ground to an overhead position.
- Push, pull, and grip occasionally too frequently too constantly.
- Sit and stand occasionally too frequently too continuously.
- Stoop, bend, kneel, reach, squat, climb, crawl, twist and stretch, occasionally to frequently too continuously.
- Walk occasionally to frequently to continuously on a wide range of surfaces for varying distances, indoors or outdoors, in various weather conditions, which may become slippery due to the weather or spillage of liquids or which may be uneven or rough.
- Ability to travel via car, plane or train within the state as required including short notice travel.
- Observe and react to hazards, warnings, alarms, sirens, flashing lights, voice commands and hand signals. Be aware of safe working practices.
- Withstand periodic exposure to chemical agents, including cleaning agents and solvents, and excessive noise.
- Use fingers and hands steadily, occasionally to frequently.
- Use and operate common office machines/equipment including telephones, cellular telephones, photocopiers, fax machines, personal computers, laptops, keyboards, video display terminals, printers, mail machines/scales/meters, calculators, and similar equipment to complete assigned duties.
- Attend and participate in various training courses (e.g., orientation, staff meetings, in- service training, on-the-job training, conferences) to comply with departmental policies, procedures, or supervisory directive, as needed or required.
- Perform required tasks in various lighting conditions, including dim or bright light.
- Ability to work in a confined space.
- Ability to work indoors and outdoors.

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.
- Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.

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