

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-261-4800-XXX		MCR / HCR 2
DIVISION / UNIT Administration Employee Relations Office		CLASSIFICATION TITLE Staff Services Manager I		
		WORKING TITLE Staff Services Manager I		
		TIME BASE / TENURE S01	CBID E	WWG E
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 3/1/2024	INCUMBENT		EFFECTIVE DATE

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

The Staff Services Manager I level is typically the first working supervisor level. Employees at this level supervise a small group of analysts performing journey person level work and personally perform the most difficult or sensitive work. In the smaller departments or where the particular Staff Services function is not fully developed, a Staff Services Manager I may direct a function such as management analysis, budgeting, or personnel. In a medium to large department, or in a central agency function, positions at this level may supervise a portion of a function when it is so large as to require subordinate supervisors in terms of number of technical staff. On rare occasions, positions at this level may function as project leaders, coordinating the work of others through task force type organizations. This leadership role must be accompanied by a role as a highly skilled, independent consultant with the ability to act authoritatively in a functional specialty. Positions allocated to this level may be described by the following criteria:

- (a) In a small-to moderate-sized department, directs a fully developed Staff Services function such as personnel, fiscal, or management analysis.
- (b) In a medium size department, directs a developing Staff Services function.
- (c) Supervises a small group of professional or technical analysts through the Associate Analyst level with responsibility for a major subsection of a Staff Services function.
- (d) Functions as a recognized authority in an area of extreme sensitivity, with ongoing coordinating responsibility over other analysts in a sensitive area of a department's operation, usually on a task force or project basis.
- (e) Directs a variety of Staff Services functions in a very small department as Chief of Administrative Services.
- (f) Functions as a nonsupervisory staff specialist in a difficult and sensitive program development, policy, or coordination position.

030-261-4800-XXX

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Warden, the Staff Services Manager I (Specialist) is responsible for providing guidance and expertise to management and supervisor in areas involving employee performance and administration of the department's disciplinary process.

% 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.
40%	Consults with and advises management and supervisors regarding employee work performance and discipline issues which include the preparation of formal adverse action packages and rejections on probation. In the processing of adverse action packages timely updates as to the processing of 402/403 forms and providing notices of Adverse Actions into the Case Management System are required.
20%	Participates in the settlement agreement process by being responsible for negotiating writing and obtaining approvals for Stipulated Agreements. Represents the department at State Personnel Board (SPB) appeal hearings, including presentation of the case, witness preparation, cross examination, etc; in cooperation with Legal Affairs Division staff, prepares written oral arguments and briefs on appeals to the SPB; interviews witnesses; assembles evidence.
10%	Reviews and advises management on request for Administrative Time Off (ATO); obtains required approvals, prepares required memos/notices, and acts as liaison to headquarters. Provides timely updates to the Case Management System to accurately track and monitor staff placed on ATO.
10%	Researches, analyzes, and advises management on the institutional policy, i.e., interprets and advises the proper application of Government codes, California Code of Regulations, Department Operations Manual, etc.
10%	Responds to requests for information from the Attorney General, etc.; prepares or assists with the preparation of other written legal documents as needed (i.e. Writ of Mandate hearings, legal advocate briefs, etc.).
05%	Develops and provides management/supervisory staff training on employee disciplinary matters. Participates in special work groups as required.
05%	Other duties as required.

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
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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
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