

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM WASCO STATE PRISON-RECEPTION CENTER		POSITION NUMBER (Agency-Unit-Class-Serial) 180-234-2952-001		MCR / HCR 1/D
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS/ EDUCATION		CLASSIFICATION TITLE LIBRARIAN, CF		
		WORKING TITLE LIBRARIAN		
		TIME BASE / TENURE FULL TIME/ PERMANENT	CBID R03	WWG E
LOCATION WASCO		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>Mission 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>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
CALIFORNIA MODEL				
California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
The CDCR and the CCHCS are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.				
DIVISION OVERVIEW				
The Office of Correctional Education provides education to incarcerated students enrolled in educational programming throughout the state of California's adult institution.				
GENERAL STATEMENT				

General statement highlighting the position’s responsibilities. Under the direction of the Supervisor of Correctional Education Programs (Principal) and the supervision of the Supervisor of Academic Instruction (Assistant Principal), the Librarian will manage the institution's libraries and/or legal content access points. The Librarian will execute demanding professional tasks involving the selection, cataloging, lending, and usage of books and other library materials and media types for reference. The Librarian is responsible for maintaining order and supervising inmate users of the recreation library and/or legal content included in the print collection or Law Library Electronic Delivery System (LLEDS). Depending on the operational requirements of the institution, the Librarian may function as a lead over the Library Technical Assistant (LTA) and may supervise inmate clerks assigned to help them for all or a portion of their work shift. The Librarian will maintain a professional relationship with all Department staff and inmates. According to the institution's need to provide inmates with access to library materials, the Librarian may be assigned to multiple work sites during the workweek and/or workday.

% 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%	Directly supervises the safe and efficient operation of their designated libraries and provides inmate access to library items. As needed, provide inmates with pertinent resource information. Directs and instructs the LTA or inmate clerk. Maintains accurate records of inmate library visitation times, as required by various compliance measures.
30%	Assists the Senior Librarian with collection development and maintenance. Provides technical advice for new and replacement materials. Develops and submits purchasing requests. As appropriate, performs research and/or legal material "paging" requests.
20%	Provides responses to inmate requests, grievances, form 22 appeals, and other correspondence, as directed by the Senior Librarian or another supervisor.
10%	Oversees and/or conducts collection inventory.
5%	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. Attends all library and institution training sessions, which may require travel to other cities and libraries.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, 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 timeline 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: <ul style="list-style-type: none">● <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i>● <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE