

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM HQ		POSITION NUMBER (Agency-Unit-Class-Serial) 065-110-4800-018		MCR / HCR 2
DIVISION / UNIT Division of Rehabilitative Programs Office of Program Operations In-Prison and Community Contracts		CLASSIFICATION TITLE Staff Services Manager I		
		WORKING TITLE Staff Services Manager I		
		TIME BASE / TENURE PERM/FT	CBID S01	WWG E
LOCATION HQ	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				
<p>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.</p>				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
<p>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.</p> <p>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.</p>				
DIVISION OVERVIEW				

The Division of Rehabilitative Programs (DRP) provides rehabilitative programs including academic and career and technical education for incarcerated persons. DRP’s Office of Program Operations provides comprehensive pre-release rehabilitative programs and services for incarcerated individuals and comprehensive post-release rehabilitative programs and services to supervised persons to facilitate the successful reintegration of the individuals served back to their communities with the skills to thrive.

GENERAL STATEMENT

Under the direction of the Staff Services Manager II, the Staff Services Manager I (SSM I) is a working manager responsible for the preparation, coordination, and evaluation of the work of subordinate staff. The SSM I also provides supervision over the statewide In-Prison Rehabilitative Programs managed by the Division of Rehabilitative Programs (DRP) under the authority of the California Department of Corrections and Rehabilitation (CDCR). The SSM I identifies and develops a variety of Cognitive Behavioral Intervention (CBI) programs specializing in gender-responsive, trauma-informed services to address needs to include Treatment Readiness, Substance Use Disorder Treatment, Anger Management, Victim Impact, Criminal Thinking, and Parenting. The SSM I is assigned to the In-Prison Programs /Office of Program Operations within the DRP at CDCR’s Headquarters. Extended work hours are occasionally required. The SSM I provides support and direct supervision to assigned staff who are responsible for the contract compliance of multiple institutions that deliver various services to the CDCR incarcerated individuals population. Specific responsibilities include but are not limited to:

% 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.
30%	Plan and assign tasks pertaining to contracts, review and provide feedback to ensure accurate and timely completion of tasks. Provide training to unit staff and other DRP staff on unit processes and work flow to ensure contract deliverables are provided. Provide technical guidance and instruction to staff in the performance of a wide variety of staff services functions including program budget, program evaluation, fidelity and planning, and CBI program policy analysis and formulation.
25%	Oversee and assist staff in accurately tracking and monitoring program deliverables; assist program and staff in the complex preparation and completion of policy and funding requests, and monthly position reconciliation reports. Provide direction to staff conducting or reviewing analytical studies and surveys. Direct and coordinate program staff in the development and preparation of Budget Change Proposals, Regulatory Changes, and deficiency requests. Develop procedures, policies, and program alternatives based on contract management and departmental need. Make recommendations on administrative and program-related challenges including approved curriculum, contract expirations, increases or decreases in program slots, program vacancies, contract position minimum qualifications, and program funding deficit or surpluses.
15%	Recruit, train, and evaluate subordinates in administrative/clerical functions and financial system use and recommend and take disciplinary action when appropriate. Prepare reports of performance and employee development appraisals. Approves or denies Merit Salary Adjustments.
10%	Analyze proposed legislation, and advise management on its potential or real impact. Assist with the compilation and submission of information to the Department of Finance, the Legislative Analyst’s Office, legislative staff, and other governmental agencies as requested.
10%	Assists the SSM II in developing long-range plans for In-Prison Programs including organizational structure, staff selection, work assignments, staff development, training needs, and promotional opportunity pathways.
5%	Personnel Management: 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,

5%	<p>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.</p> <p>Perform administrative duties including, but not limited to: adhere to Departmental 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.</p> <p>THIS POSITION REQUIRES TRAVEL UP TO 30%</p>
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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 prison incarcerated persons, 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.

CONSEQUENCE OF ERROR

- Consequences may result in programming delays and misuse of departmental resources. Such delays can result in decreased Milestone Completion Credits, Educational Merit Credits, or other Achievement Credits that will delay the release/parole of our incarcerated population.

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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