

DUTY STATEMENT



1. Institution/Division/Office: Central Office/Workforce Development		2. Unit/Industry/Enterprise: Workforce Development	
3. Classification Title: CEA (B)		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 063-7500-7500-001		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the administrative direction of the Chief Assistant General Manager (Chief AGM), the AGM over Workforce Development is responsible for the overall policy development and management of the Workforce Development Division. The position and its responsibilities have a direct impact on the formulation of departmental policies, executive decisions, program effectiveness, and the quality of services provided to all employees and incarcerated individuals participating in CALPIA programs			
8. Work Schedule:			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
50%		<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> <p>As a member of the department's Executive Management Team, the AGM over Workforce Development actively participates in the policy and decision-making processes in developing and recommending policies and procedures which promote the department's mission, goals, objectives, and strategic planning. The policy and decisions made not only impact the Workforce Development's staff, but all departmental programs including but not limited to performance objectives, enterprise development and enhancement, budgetary objectives, and public security as well as monitoring risks.</p>	
30%		<p>As the industry expert on educational partnerships, the AGM serves as an advisor to the General Manager and the Chief AGM, members of the Prison Industry Board, and departmental management on developing training partnerships with the private sector including but not limited to Fortune 500 corporations and government entities. The incumbent identifies potential training program partnerships by reviewing business plans as well as financial statements to determine the soundness and viability of proposed training on the incarcerated individual's future employment opportunities upon release. Housing these training programs in a prison setting requires sensitive assessments of conditions of production and training as well the ability to obtain the necessary resource of incarcerated individuals with varying degrees of security issues.</p>	
15%		<p>Provide executive leadership over the day-to-day operations of the Workforce Development Division and provides recommendations on addressing prospective business and government partnerships for viable employment opportunities when the incarcerated individuals are released</p>	
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<p>9. Percentage (%) of time performing duties:</p> <p>5%</p>	<p>10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.</p> <p style="text-align: center;">MARGINAL FUNCTIONS</p> <p>Serves as the department's primary liaison with other state agencies including the Agency, Prison Industry Board, California Department of Corrections and Rehabilitation, and other stakeholders regarding business and government relationships. Provides input on issues as requested by the General Manager and/or the Chief AGM</p> <p style="text-align: center;">ADDITIONAL EXPECTATIONS</p>
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11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:

<p>PRINT EMPLOYEE NAME:</p>	<p>EMPLOYEE SIGNATURE:</p>	<p>DATE:</p>
<p>PRINT MANAGER/SUPERVISOR NAME: Suzie Changus</p>	<p>MANAGER/SUPERVISOR SIGNATURE:</p>	<p>DATE:</p>
<p>HR APPROVAL: SC 01/31/25</p>		