

EDITED TASK LISTING

CLASSIFICATION: CORRECTIONAL ADMINISTRATOR, DOC

NOTE: Each position within this classification may perform some or all of these tasks.

| Task Statements | |
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| 1. | Review inmate disciplinary process including Rules Violation Reports and facility logs to ensure compliance with due process and consistency utilizing various laws, rules, regulations (e.g. Penal Code [PC], California Code of Regulations [CCR] Title 15, Department Operations Manual [DOM], etc.) as needed. |
| 2. | Maintain Register of Institution Violations to provide documentation utilizing PC, DOM, CCR Title 15 as mandated. |
| 3. | Work cooperatively with the Chief Executive Officer or Chief Medical Executive to ensure custodial functions associated with providing access to inmate health care (e.g., medical, dental, and mental health) utilizing PC, DOM, CCR Title 15 and Title 22, departmental directives, court mandates, and Access Quality Report as required. |
| 4. | Serve on Health Care Committees (e.g., Suicide Prevention Program, Emergency Medical Response Review process, Quality Management Committee, Local Governing Body, etc.) to enhance Medical, Dental, and Mental Health inmate access to care utilizing departmental directives and court mandates as required. |
| 5. | Critique Use of Force incidents to ensure compliance utilizing departmental Use of Force policies and procedures as required. |
| 6. | Manage the Controlled Use of Force application including clinical intervention utilizing Medical and Mental Health staff to ensure compliance with departmental policy as required. |
| 7. | Participate as a member of the Executive Use of Force Review Committee to ensure compliance and identify training needs utilizing PC and departmental policies and procedures as necessary. |
| 8. | Participate as a member and/or chair the Institution Classification Committee (ICC), to provide knowledge and expertise in evaluating the housing, program, Security Threat Group (STG), and treatment needs of inmates by reviewing Strategic Offenders Management System (SOMS) and Electronic Records Management System (ERMS) information and ensuring due process requirements are met utilizing PC, DOM, departmental directives and CCR Title 15 as necessary. |
| 9. | Monitor the Initial/Unit Classification Committee to ensure compliance with departmental policies and procedures pursuant to PC, DOM, and CCR Title 15 on an ongoing basis. |
| 10. | Participate in audits to maintain compliance with departmental mandates concerning security, fiscal, medical and mental health, administrative segregation, classification process, etc., utilizing existing audit tools on an ongoing basis. |
| 11. | Manage prison population in accordance with Institution Activation Schedule and institutional mission to ensure maximum utilization of available bed space using the Weekly Population Report, institutional count, parole projections, etc., as needed. |
| 12. | Manage the correctional setting to ensure public, staff, and inmate safety and institutional security utilizing policies and procedures, audits, PC, CCR Title 15, DOM, etc., on an ongoing basis. |

Tasks highlighted in bold text are not currently on the SPB classification specification

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| 13. | Oversee the development of various written documents (e.g., Post Orders, Operational Procedures, Emergency Operations Plan, Crime/Incident Report, DOM supplements, etc.) to ensure safety, security, and efficient operation of the institution utilizing policies and procedures, PC, CCR Title 15, DOM, etc., as directed. |
| 14. | Participate in the development of Program Status Reports (PSR) to ensure institutional safety during modified programs and provide necessary support services to inmates (e.g., food, clothing, hygiene, health care access, education programs, etc.) in accordance with PC, CCR Title 15, DOM, STG procedures as needed. |
| 15. | Monitor lockdowns and/or modified programs on a daily basis making adjustments to the PSR as a result of information received, with the goal of returning to normal operations as soon as safely possible in accordance with policies and procedures. |
| 16. | Monitor inmate appeals to ensure inmate access, appropriate responses, and compliance with Departmental guidelines/time constraints as outlined in the PC, CCR Title 15, and DOM as needed. |
| 17. | Coordinate the Equal Employment Opportunity (EEO) program to ensure compliance with existing law by tracking the Local Intervention Process, referrals of formal discrimination complaints, recruitment, training and assignment of EEO counselors utilizing Federal and State law, DOM, etc., as mandated. |
| 18. | Represent the department regarding institutional or departmental matters at meetings, conferences, hearings, etc., to obtain information and/or convey the interest of the department utilizing interpersonal skills, professionalism, knowledge, etc., as needed and/or upon request. |
| 19. | Prepare written documents to effectively disseminate information to the public, departmental staff, inmate population, and/or outside agencies utilizing knowledge of departmental policy, procedures, and resource materials as needed. |
| 20. | Serve as Administrative Officer of the Day (AOD) to manage the institution/division and monitor operations utilizing available resources (e.g., CCR Title 15, DOM, policies and procedures, etc.) as required. |
| 21. | Manage a major program in Headquarters (e.g., Transportation, Emergency Operations, Appeals, Substance Abuse, Missions, etc.) through interaction with institutional staff and other entities to ensure compliance with departmental policies and procedures and local operational procedures in accordance with CCR Title 15 and DOM on an ongoing basis. |
| 22. | Meet with the Inmate Advisory Committee to resolve issues (canteen, laundry, mail, food services, etc.) or provide information utilizing various resources (CCR Title 15, DOM, local operating procedures, etc.) as needed and/or requested. |
| 23. | Oversee inmate services (e.g., food services, canteen, inmate assignments, religious programs, education, visiting, etc.) to ensure operational/budgetary needs are met in accordance with regulations, PC, CCR Title 15, DOM, and departmental policies and procedures on an ongoing basis. |

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| 24. | Oversee facility operations (e.g., plant operations, fire/life safety, warehousing, and fleet administration, etc.) to ensure operational/budgetary needs are met in accordance with regulations, PC, CCR Title 15, DOM, departmental policies and procedures on an ongoing basis. |
| 25. | Oversee administrative functions (e.g., personnel, accounting, procurement, information systems, personnel assignments, etc.) to ensure operational/budgetary needs are met in accordance with regulations, PC, CCR Title 15, DOM, departmental policies and procedures on an ongoing basis. |
| 26. | Act as a liaison with other departments and organizations (e.g., Prison Industry Authority, Board of Parole Hearings, Department of State Hospitals, community hospitals, Employee Organizations, Inmate Family Council, etc.) to represent the Department in areas of mutual concern utilizing interpersonal skills, professionalism and knowledge as needed. |
| 27. | Exercise fiscal accountability to ensure the institution/division is operating within its budget authority by managing staffing resources, Workers' Compensation, travel, overtime/sick leave usage, procurement of goods, contracts for services, etc., utilizing Post Assignment Schedule, Telestaff, Monthly Budget Plan, Schedule 7A, etc., on an ongoing basis. |
| 28. | Initiate Budget Concept Statements (BCS), Budget Change Proposals (BCP), Section 6 and Special Repair Requests to provide justification and obtain approval for funding of new program implementation, physical plant improvements, equipment, and staffing, etc., utilizing court mandates, statistical data, policies and procedures, DOM, State Administrative Manual, prior BCS/BCP, etc., as needed. |
| 29. | Oversee and monitor the operation of segregated housing (e.g., Administrative Segregation, Security Housing Unit, Psychiatric Service Unit, Protective Housing Unit, etc.) to ensure compliance with conditions of confinement, 114D process, due process rights and health care access/mental health care needs utilizing policies and procedures, PC, CCR Title 15, DOM, etc., on an ongoing basis. |
| 30. | Oversee the administration of the Disability Placement Program and Developmental Disability Program to ensure inmates receive reasonable accommodations and are provided effective communication in an institutional setting utilizing court mandated training, departmental policies and procedures, tracking systems, etc., on an ongoing basis. |
| 31. | Meet with local labor organizations to discuss policy changes that have impact on the members of the labor organization utilizing interpersonal skills, professionalism, and knowledge of departmental policies/procedures and Memorandums of Understanding (MOUs) on an as needed basis. |

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| 32. | Participate in activation and operation of the Incident Command System in order to respond to any major disturbances or emergencies as the Incident Commander or Section Chief utilizing Emergency Operation Plans, National Incident Management System (NIMS) and policies/procedures as needed. |
| 33. | Participate in the development of staff by supervising daily activities and monitoring job performance to motivate and achieve maximum effectiveness utilizing available resources (e.g., Tickler log, Individual Development Plan, In-Service Training, On the Job Training, Comparative/Computer Statistics [COMPSTAT], etc.) on an ongoing basis. |
| 34. | Manage the activation and/or deactivation of programs due to changes in inmate population and departmental needs as directed per the Institution Activation Schedule utilizing policies and procedures with coordination from Headquarter staff as needed. |
| 35. | Oversee pilot projects to collect data and/or develop methodologies for possible expanded implementation utilizing existing resources as directed by Headquarters. |
| 36. | Manage and participate in the COMPSTAT process to identify institution/division problematic areas and successes utilizing gathered data from operational areas (e.g., Custody, Programs and Administration) as directed by departmental policy on an ongoing basis. |
| 37. | Participate as a <i>Skelly</i> Hearing Officer during the employee disciplinary process in order to ensure the employee's due process rights are met in accordance with policies and procedures on an as needed basis. |
| 38. | Oversee the Contraband Surveillance Watch (CSW) to ensure appropriate placement and due process utilizing DOM and departmental policies as required. |