

# **CORRECTIONAL FOOD MANAGER I, DEPARTMENT OF CORRECTIONS**

## **JOB ANALYSIS**

### **BACKGROUND INFORMATION**

**Date of Job Analysis:** April 22 - 24, 2008

**Collective Bargaining Identification:** R15

**Job Analysis Conducted By:** Marian Dilley, Manager  
Brian J. Walker, Selection Analyst  
Office of Selection Services  
Department of Corrections and Rehabilitation

**Number of Incumbents:** There are 41.00 positions in this classification with 4.00 vacant positions per Department of Corrections and Rehabilitation Filled/Vacant Position Report dated May 5, 2008.

#### **Names of the Subject Matter Experts and their background:**

##### **WILLIAM HAYTHORNE, CORRECTIONAL FOOD MANAGER II**

Mr. Haythorne currently works as a Correctional Food Manager II at the California State Prison (CSP), Sacramento and has been in this classification for 8 years. His background in food service with the California Department of Corrections (CDCR) includes: Correctional Food Manager I (3 years), Food Manager (2 years), Assistant Food Manager (5 years), Supervising Cook II, CF (3 years 4 months) and Supervising Cook I, CF (5 years). In addition to working at CSP, Sacramento, Mr. Haythorne worked at CSP, Folsom and Mule Creek State Prison. He has been with the CDCR for more than 26 years.

##### **BRIAN WYNN, CORRECTIONAL FOOD MANAGER II**

Mr. Wynn currently works as a Correctional Food Manager II at Avenal State Prison and has been in this classification for 7 years. His background in food service with the CDCR includes: Correctional Food Manager I (3 months), Assistant Correctional Food Manager (3 years 1 month), Assistant Food Manager, CF (1 year 5 months) Supervising Cook II (3 years 5 months) and Supervising Cook I (3 years 10 months). In addition to working at Avenal State Prison, Mr. Wynn has worked at CSP, Wasco, and Kern Valley State Prison. He has been with the CDCR for a total of 20 years.

# **CORRECTIONAL FOOD MANAGER I (Department of Corrections) INFORMATION GATHERING**

## **Information Sources**

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- Review of the Job Analysis conducted in September 2003
- Review of current State Personnel Board classification specification (Attachment C)
- Review of the Job Audit Survey results, mailed out to all incumbents on 9/25/07 (Attachment A). A total of 12 (70.6%) job audits were returned for Correctional Food Manager I (DOC)

## **Job Audit Survey Background**

The Office of Personnel Services conducted a survey (Attachment A) to identify all tasks performed by Correctional Food Manager I (DOC) working in the various adult institutions and juvenile justice facilities within CDCR. Surveys were mailed to all incumbents appointed to the Correctional Food Manager I (DOC) classification. All returned surveys were reviewed and a task listing was developed based on the information provided. The task listing was then compared to the existing Job Analysis. Tasks that had been identified on the previous job analysis were coded with the corresponding task number. New tasks or tasks that had not been identified on the previous job analysis were added and coded with a new task number (Attachment B). Full task statements were developed by the Subject Matter Experts listed in the job analysis background.

When reviewing the Edited List of Tasks a dividing line was added to help distinguish tasks identified by the job audit survey versus tasks identified as a result of the previous job analysis: "The following tasks were identified from the statewide food service survey."

## **Job Audit Survey Statistics**

| Number of Incumbent |       | Number of Surveys Received |      |         |       | Locations Used |                    |
|---------------------|-------|----------------------------|------|---------|-------|----------------|--------------------|
| Youth               | Adult | Youth #                    | %    | Adult # | %     | Youth          | Adult              |
| 1                   | 17    | 1                          | 100% | 11      | 64.71 | NCYCC          | *Small Institution |

\* Small Institution refers to the following adult institutions: CAL, CCI, CCWF, CMF, CRC, CIW, CVSP, DVI, HDSP, ISP, LAC, MCSP, PBSP, PBSP, RJD, SVSP, VSPW & WSP