

## EDITED TASK LISTING

### CLASS: FIELD REPRESENTATIVE, CORRECTIONS STANDARDS AUTHORITY

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

Task #	Task
1.	Develop, revise and promulgate California Code of Regulations (CCR) Titles 15 and 24, minimum standards for local corrections, as required by statute, in critical areas (e.g., State and/or Federal funding for local detention facilities, training programs, selection and training standards for correctional personnel, safety, security, and custody programs, etc.), in order to construct and operate local detention facilities and probation services utilizing the Executive Steering Committee (ESC) model.
2.	Inspect, direct, monitor, evaluate and provide technical assistance/program support to local corrections' agencies to ensure/enhance compliance with State laws and the CCR Titles 15 and 24 minimum standards utilizing on-site visits, desk audits, inspections, report reviews, research methodologies, data analysis, etc., as directed.
3.	<b>Enter state and local corrections or detention facilities to interview and observe inmates/youthful offenders/parolees/probationers in order to assess compliance with regulations and grant requirements, conduct task analysis of custody staff, conduct staff safety evaluations, etc., utilizing personal and professional expertise, interpersonal skills, interviewing techniques, heightened awareness of the surroundings, threat analysis, various alarm systems, etc., as directed or as required.</b>
4.	Analyze state and local programs (e.g., prevention/intervention, custody, rehabilitation, discipline, medical care, religious instruction, nutrition, employment, housing, safety of inmates/youthful offenders/parolees, selection and training of personnel, etc.) in order to evaluate effectiveness and assist in developing corrective action plans utilizing on-site visits, audit guides/checklists, computer databases, program guidelines, policies and procedures, personal and professional expertise, reports, research, etc., as needed or upon request.
5.	Administer multi-million dollar grants to state and local agencies, and community based organizations, in order to fund facility construction, training of personnel, adult/juvenile prevention and intervention activities, demonstration projects, related evaluations and criminal justice research projects, etc., utilizing the ESC model, competitive Requests for Proposals (RFP), Requests for Applications (RFA), research based rating criteria, consultant expertise, etc., as required or as needed.
6.	Promote, develop and maintain an efficient and effective training delivery system to ensure that local and state corrections staff receive quality, cost effective and job-related training utilizing an on-line course certification system, technical assistance and program support, research, job analyses, personal and professional expertise, etc., as required or as needed.

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7.	Perform job analysis, measurement instrument design, validation of selection instruments, statistical analysis, test development, and portability studies in order to produce legally defensible selection and training standards, selection tools, training curriculum, etc., utilizing personal and professional expertise, work groups, data analysis, evidence based research, subject matter experts, consultant expertise, etc., as required or as needed.
8.	Advise, consult and provide technical assistance to state and local decision makers (e.g., human resource professionals, training managers, agency administrators, etc.) regarding the selection and training of corrections personnel in order to select and train a competent corrections workforce, utilizing job analyses, validation studies, evidenced based research, consultant expertise, CSA selection and training standards, best practices, personal and professional expertise, etc., as required by statute or as requested.
9.	Establish and maintain cooperative/collaborative relationships with individuals, organizations, agencies and local governing bodies impacted by the application of standards, administration of grant contracts, funding agreements, etc. utilizing personal and professional expertise, job experience, oral/written communication techniques, etc., as necessary.
10.	Perform administrative and budget review activities related to the CSA's program responsibilities in order to ensure the proper expenditure of public resources, justify programs, positions, and equipment, etc., utilizing commonly accepted fiscal and accounting practices (e.g., Budget Concept Statements (BCS), Budget Change Proposals (BCP), finance letters, inter-agency agreements, contracts, workload analyses, etc.) as required.
11.	Perform bill analysis on pending legislation related to state and/or local corrections issues, law enforcement, criminal justice, etc., in order to assess the impact on CDCR, CSA, and state and local agencies/jurisdictions utilizing personal and professional expertise, oral/written communication skills, research and analysis techniques, existing statutes and regulations, etc., as required or as directed.
12.	Develop and present information to the Governor and Legislature regarding the effects of legislatively-mandated programs, pending legislation, state and local corrections issues, personnel selection and training issues, adult/juvenile programs, facility conditions, etc., utilizing personal expertise, job experience, research, and oral/written presentation techniques, as mandated.
13.	Facilitate meetings, task forces, work and advisory groups, etc., regarding a broad range of state and local corrections related topics in order to identify and resolve issues currently challenging corrections professionals, and promote best practices throughout the state utilizing personal and professional expertise, job experience, oral/written communication techniques, facilitation and presentation techniques, etc., as directed or as needed.

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14.	Provide recommendations on complex, politically-sensitive issues in an effort to identify, eliminate or reduce possible risk exposure utilizing personal and professional expertise, oral/written communication skills, reports, research, analysis, etc., as needed or upon request.
15.	Serve as a subject-matter expert before state and local government, law enforcement groups, detention organizations, commissions and citizen groups, etc., in order to provide information, technical assistance/program support and lead discussions utilizing personal expertise, job experience, facilitation and presentation techniques, etc., as required or upon request.
16.	Design curriculum content for state and local entry level corrections training, in order to enhance competency within the corrections workforce utilizing personal and professional expertise, job analyses, legally defensible training standards, work groups, data analysis, evidence based research, subject matter experts, consultant expertise, etc., as required.
17.	Review plans for construction and/or remodel of local detention facilities in order to ensure all aspects of the construction/remodel project are the most efficient and cost effective utilizing contemporary architectural design, plan review meetings, program statement analysis, personal and professional expertise as mandated or as needed.
18.	Perform complex analysis on state and local corrections issues and present findings and recommendations to the CSA Board, professional organizations, and other stakeholders, in order to provide information and facts impacting the CSA program responsibilities or pertinent correctional matters utilizing personal and professional expertise, job experience, oral/written communication techniques, work groups, data analysis, evidence based research, subject matter experts, consultant expertise, facilitation and presentation techniques, etc., as directed or as requested.
19.	Provide training to state and local corrections agencies and community based organizations regarding a variety of topics and CSA functions (e.g., facility inspection processes, lesson planning, instructor development, training manager responsibilities, grant administration, on-line invoicing, data reporting, etc.) in order to educate stakeholders, enhance program support, provide technical assistance, and ensure compliance utilizing personal and professional expertise, facilitation/training and presentation techniques, oral/written communication skills, research and analysis techniques, etc., as required or as requested.
20.	Formulate policies, procedures and guidelines on a variety of issues (e.g., candidate selection and personnel training, grant administration, data reporting, etc.) in order to provide guidance and direction to state and local corrections' agencies, community based organizations, training providers, etc., utilizing oral/written communication skills, facilitation and presentation techniques, research and analysis, statutes, training courses, briefings, work groups, etc., as needed or as required.

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21.	Administer the Corrections Training Fund to local agencies in order to provide subvention funding for the training of corrections personnel utilizing the annual training plan application process, coordinating services through the State Controller's Office, updating database elements, etc., as required.
22.	Mediate disputes concerning local, State and Federal issues as they impact local corrections and provide a link between local, State and Federal interests in order to facilitate the successful operation of local agencies and community based organizations utilizing facilitation and negotiation skills, personal expertise, etc., as needed or upon request.
23.	Conduct and review comprehensive needs assessment surveys and studies of the administration, management, staffing, training, cost reimbursement, and security procedures of state and local corrections' agencies to ensure efficient and competent operation of state and local agencies, as needed or upon request.
24.	Testify as an expert witness before legislative bodies, grand juries, commissions, and state and federal courts in order to provide information and facts regarding CSA program responsibilities or pertinent correctional matters utilizing personal and professional expertise, job experience, oral/written communication techniques, presentation techniques, etc. as required.
25.	Assist in the development of various research based rating criteria in order to establish legally defensible measurement assessment tools, selection and training standards, findings/conclusions, trends, etc., utilizing oral/written communication skills, consultant expertise, research and analysis techniques, etc., as directed or as needed.