

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

A. GENERAL INFORMATION

1. Date

12/13/2017

2. Department

California Department of Corrections and Rehabilitation (CDCR)

3. Organizational Placement (Division/Branch/Office Name)

Peace Officer Selection and Employee Development (POSED) / Commission on Correctional Peace Officer Standards and Training (CPOST)

4. CEA Position Title

Executive Director, CPOST

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

The CDCR proposes to allocate the above position to a CEA category level A within the CPOST. This position will determine standards for correctional peace officer and apprenticeship training and delivery, policy development and revision, and develops evaluation processes that ensure ongoing progress and mission driven methods. This position reports directly to CPOST, administratively answers to the Secretary of the CDCR, and closely collaborates with the Deputy Director, POSED, and is a key policy advisor to CDCR Cabinet and executive staff in its subject area.

6. Reports to: (Class Title/Level)

Secretary, California Department of Corrections and Rehabilitation

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain): Position reports directly to CPOST, administratively answers to CDCR Secretary, and closely collaborates with the Deputy Director of POSED for policy development, revisions, delivery and compliance evaluation.

8. Organizational Level (Select one)

- 1st 2nd 3rd 4th 5th (mega departments only - 17,001+ allocated positions)

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The Executive Director (DIR), CPOST, reports directly to CPOST, administratively answers to the Secretary of the CDCR, and closely collaborates with the Deputy Director, POSED. The DIR, CPOST is the principle policy maker on selection and training standards for correctional peace officers and directs the organization in the application of those standards. The DIR, CPOST is responsible for policy and oversight functions in CDCR's peace officer apprenticeship program, and guides the development, implementation and maintenance of a cooperative labor/management approach to review of training standards and materials subject to CPOST's purview.

The DIR, CPOST provides executive oversight and leadership to the CPOST peace officer classifications, support staff, directs the work of the apprenticeship unit, directs the application and methods of training, and delegates assignments as necessary. The DIR, CPOST ensures consistent evaluation of CDCR peace officer training with respect to establishment and application of CPOST standards, and provides direction and oversight of the evaluation processes used in reviewing peace officer training standards. The DIR, CPOST closely collaborates with the peace officer staff and apprenticeship unit in preparation for CPOST board meetings, develops the agenda, ensures that Commissioners have materials in advance of the meetings. The DIR, CPOST coordinates with the peace officer classifications, apprenticeship unit, and support staff regarding the status and issues of on-going lesson reviews.

The DIR, CPOST manages specialized and complex projects, driving procedural development for required reviews and identifies CPOST training standards that require refinement prior to submission to the Commission. The DIR, CPOST oversees CPOST regulation, documentation and recording-keeping system for apprentices, and acts as a liaison with the Federal Department of Labor, State Division of Apprenticeship Standards.

The DIR, CPOST advises the Secretary of CDCR and the California Correctional Peace Officers Association (CCPOA) on matters relating to training standards, and collaborates with the Instructional Design Unit of POSED to address and revise training that does not meet CPOST standards.

The DIR, CPOST represents CPOST in meetings with the Legislature, control agencies and members of other boards, commissions, and agencies in the development/application of correctional training standards. In addition, the DIR, CPOST serves as the primary liaison with Labor Relations in negotiations with labor organizations concerning departmental training issues related to CPOST reviews, chairs the CPOST board meetings, advises the Commissioners on training evaluations, ensures the planning, presentation, and recording of commission meetings are completed in accordance with the Bagley/Keene Act, and contacts board members in between meetings to plan commission meetings and develop agenda items.

The DIR, CPOST is the final reviewer and provides final approval for CPOST Budget/Fiscal reviews and all CPOST procedure revisions.

B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The CPOST was established by the California legislature in 1998 to ensure that all peace officers and peace officer apprentices of the state correctional system, including youth and adult correctional facilities and adult parole operations, are consistently provided training and curriculum essential to public safety. Compliance with established policies and standards is monitored. CPOST fulfills the critical role of establishing and implementing sound selection criteria for peace officer applicants, and standards for their training prior to assuming their duties.

The DIR, CPOST will have an immediate impact on CPOST programs for adult and juvenile correctional peace officers, and adult parole operations by directing, reviewing and approving the development, approval, application, revision and monitoring of standards for selection and training of state correctional peace officer apprentices as well as advanced rank and file, and first and second level supervisory state correctional peace officers. The direction, vision and overall contribution of the DIR, CPOST position will provide immediate clear and consistent direction, guidance, insight and recommendations for curriculum, development, revision, training and monitoring methods within CPOST.

This DIR, CPOST position has direct departmental statewide impact, requiring specific skills, education and knowledge at the highest levels. The DIR, CPOST maintains responsibility for work of the most critical and sensitive nature as it relates to CDCR's primary mission of demonstrating a greater degree of professionalism and enabling the department to maintain smooth, efficient, and safe daily operations and effective programs.

B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

Prior to 2015: CPOST was established by the California Legislature in 1998 (California Penal Code sections 13600-13603) as a joint management-employee panel responsible for establishing job training standards for correctional peace officers and monitoring compliance with those standards. At that time, CPOST was comprised of an executive board and a commission staff, which was headed by an Executive Director. In November 2004, the Corrections Independent Review Panel recommended the elimination of CPOST and in July 2005, Senate Bill 737 abolished CPOST and transferred its functions to the Corrections Standards Authority (CSA).

CPOST (2015): The Legislature re-instituted CPOST in 2015 with the charge of developing, approving, and monitoring standards for advanced rank-and-file and supervisory state correctional peace officer training programs. When reconstituted in 2015, CPOST lacked the clear organizational structure and high level leadership required to meet the legislative mandate. There was no direct link or clear roles for the DIR, CPOST and CPOST Commission staffers, resulting in lack of identified priorities and little progress on creation of training standards. Since adoption of the mandates, CDCR had not substantially implemented the statute. The Governor's Office requested that CDCR move to remedy barriers to CPOST's effective implementation and subsequently approved a CPOST restructure and the addition of a DIR position to drive policy in this area.

The Secretary of CDCR approved establishment of a new CEA, Level A to serve as the DIR, CPOST. The DIR, CPOST will ensure that the following mandates are met:

Far-Reaching CPOST Responsibilities For Ensuring Peace Officer Training Standards Are Developed And Consistently Applied: CPOST has a clear and direct obligation under the Penal Code Title 4.5, Commission On Correctional Peace Officer Standards And Training [13600 - 13603] to fulfill responsibilities that require creation and application of sound selection criteria for peace officer applicants and standards for their training prior to assuming their duties. Compliance with this mandate will result in sound applicant selection and training that is appropriate for maintaining public safety and carrying out the missions of CDCR. The greater degree of professionalism which will result from sound screening criteria and a significant training curriculum will greatly aid the department in maintaining smooth, efficient, and safe operations and effective programs.

Training Standards Metrics: CDCR does not currently have training standards, nor does it review the effectiveness of correctional peace officer training delivery methods. This position will spearhead the development of training review metrics so that CDCR and CPOST can create a benchmark for meeting the standards and measuring CDCR's effectiveness in meeting those standards once developed.

Consistent Application and Oversight of CDCR's Apprenticeship Program: The DIR position is the principle policy maker on selection and training standards for correctional peace officers, as well as policy and oversight functions in CDCR's peace officer apprenticeship program. The DIR, CPOST directs the organization in the application of those standards and guides development, implementation and maintenance of a cooperative labor/management approach to review of training standards and materials subject to CPOST's purview.

CPOST's function and responsibility significantly increases the level, profile, sensitivity, and critical nature of the department's program functions. In consideration of these responsibilities, along with the DIR's policy establishment and determinations, cross-departmental coordination roles, collaboration activities, and executive consultation responsibilities within CDCR and in partnership with CCPOA, the scope and functions of this position warrant the CEA, level A classification.

The DIR, CPOST is responsible for directing the development, policies, and procedures for implementation of training standards for CDCR peace officer training curriculum and training delivery. The DIR, CPOST position administers all programs that gauge CDCR's compliance with peace officer training curriculum standards, and provides clear policy direction and oversight to the Instructional Design Unit in the subject matter. This DIR, CPOST is the key policy advisor to CDCR Cabinet and executive staff in its subject area.

C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The DIR, CPOST position will formulate, develop and implement the following:

- Develops training and selection standards following Penal Code (PC) 13600 mandates for peace officer applicants.
- Serves as the principle policy maker on training standards for correctional peace officers, and directs the organization in the application of those standards based on PC 13600.
- Develops standards for apprenticeship training, and directs the application and methods of training.
- Develops CDCR peace officer, advanced rank-and-file, and supervisory state correctional peace officer training and selection standards based on PC 13600.
- Develops monitoring standards and training; review metrics for effectiveness of all training and selection methods for apprenticeship, peace officer, advanced rank-and-file and supervisory state correctional peace officer training programs.

Types of Departmental/Statewide Policy formulation, implementation and influencing role:

- Develops approves and monitors standards for the selection and training of state correctional peace officer apprentices. (Penal Code Section 13601 subdivision (a)(1)).
- Develops policies for additional training in the areas of mental health and rehabilitation, as well as coursework on the theory and history of corrections.
- Develops, approves, and monitors standards for advanced rank-and-file and supervisory state correctional peace officer and training programs for CDCR and implements associated policies related to this mandate.
- Develops, approves, and monitors standards for the training of state correctional peace officers in the department in the handling of stress associated with their duties.
- Monitor CDCR's program compliance with Penal Code Section 13601 subdivision (g), cited below.
(g) Notwithstanding the authority of the CPOST, the department shall design and deliver training programs, shall conduct validation studies, and shall provide program support. The CPOST shall monitor program compliance by the department.

Statewide Impact:

- As the principal policy maker for CPOST and implementation of policies as a result of the PC, all policies decisions will impact thousands of correctional peace officers statewide.

C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

The DIR, CPOST, reports directly to CPOST, administratively answers to the Secretary of the CDCR and closely collaborates with the Deputy Director, POSED. The DIR, CPOST is the principle policy maker on selection and training standards for correctional peace officers and directs the organization in the application of those standards. In addition, the DIR, CPOST is responsible for policy and oversight functions in CDCR's apprenticeship program. The DIR, CPOST guides the development, implementation and maintenance of a cooperative labor/management approach to review of training standards and materials subject to CPOST's purview.

The DIR, CPOST is responsible for directing the development, policies, and procedures for implementation of training standards for CDCR peace officer training curriculum and training delivery. The DIR, CPOST position administers all programs that gauge CDCR's compliance with these peace officer training curriculum standards, provides policy direction and oversight to the Instructional Design Unit in the subject matter, and is the key policy advisor to CDCR Cabinet and executive staff in its subject area.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The DIR, CPOST is the principle policy maker on selection and training standards for correctional peace officers as related to PC 13600 and directs the organization in the application of those standards. The DIR, CPOST is responsible for policy and oversight functions in CDCR's peace officer apprenticeship program. The DIR, CPOST guides the development, implementation and maintenance of a cooperative labor/management approach to review of training standards and materials subject to CPOST's purview.

The DIR, CPOST is responsible for directing the development, policies, and procedures for implementation of training and selection standards for CDCR correctional peace officers. The DIR, CPOST position administers all training and selection standards as well as all mandates within PC 13600. The DIR, CPOST position provides policy direction and oversight to the Instructional Design Unit in the subject matter and is the key policy advisor to CDCR Secretary and Cabinet in this subject matter.

The DIR, CPOST is the final reviewer and provides final approval for CPOST Budget/Fiscal reviews and all CPOST procedure revisions.