

5.2.7 Duty Statements and Organizational Charts

(a) Policy

California Correctional Health Care Services (CCHCS) shall comply with California Department of Human Resources' (CalHR) requirements for preparing duty statements and organizational charts as applicable.

(b) Purpose

To provide the duty statement and organizational chart requirements within CCHCS, inform CCHCS staff of CalHR's requirements, and ensure compliance with Government Code Sections [12926-12926.1](#) and [12940](#).

(c) Applicability

This policy sets forth the requirements for Human Resources (HR) offices located at headquarters (HQ) and regions (for regional offices and institutions) to develop duty statements and organizational charts as required in retaining delegated authority for position allocation. CalHR requires all departments to submit a complete set of organizational charts annually and prior to any major reorganization pursuant to [Personnel Management Liaison Memorandum 2007-026](#). In compliance with the current Delegation Agreement with CalHR, HR shall submit a complete set of organizational charts for CCHCS by January 1 of each calendar year.

(d) Procedure

(1) Duty Statement

(A) HR and the program shall coordinate the development and modification of duty statements. A duty statement is a written description of the job responsibilities assigned to a specific position. Job responsibilities are based on the approved State Personnel Board classification specifications and allocation guidelines (if guidelines exist for the classification). The duty statement shall include the following:

1. A complete and detailed information header (e.g., program name, position number, unit, classification, working title, and assigned location).
2. A standardized statement summarizing CCHCS' commitment to building and maintaining a culturally diverse workplace and working as a team.
3. A primary domain (Information Technology classifications only).
4. A general statement describing the program/division and/or position overview.
5. A detailed account of essential functions required to perform in the position.
6. The knowledge, skills, and abilities; desirable qualifications, special requirements, or continuing education requirements, etc. found in the classification specification, if applicable.
7. A detailed description of the work conditions and environment.
8. A location for the employee's and supervisor's signature and date on the duty statement.

(B) Every employee shall review and sign a duty statement prior to or upon hire. Managers/supervisors shall review the duty statement with each employee, obtain the employee's signature, and sign the duty statement to verify that the duties have been discussed with the employee.

(C) The original signed duty statement shall be placed in the employee's Official Personnel File (OPF) and a copy placed in the employee's supervisory file for reference as needed for periodic review with the employee. The employee may also retain a copy.

(D) Duty statements shall be reviewed and/or updated any time a vacancy occurs or as duties change, whether resulting from a reclassification or organizational restructuring. Any revisions to a duty statement shall require HR's review and approval. Upon approval, the employee and the manager/supervisor shall sign the revised duty statement, submit a signed copy (wet or electronic) to HR for placement in the employee's OPF, and retain a copy in the supervisory file.

(2) Standardized Duty Statements

In collaboration with HQ programs, HQ Classification and Pay (C&P), regional management, and institution Subject Matter Experts (SME), HR develops standardized duty statements for selected classifications. Standardized duty statements are duty statements written for positions within the same classification that are assigned the same function and general duties regardless of the location of the assignment.

(A) Standardized duty statements shall be used for selected classifications.

(B) The standardized duty statements replace all existing duty statements in the selected classifications. Standardized duty statements shall be used for processing appointments in these classifications.

(C) Any proposed change to a standardized duty statement, establishment of new assignments within the selected classifications, or development of standardized duty statement for a newly selected classification shall be

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approved by the Deputy Director (DD), HR, CCHCS, following HR's established process for requesting personnel actions.

- (D) In the event a new program is established that authorizes positions with standardized duty statements, a review shall be conducted by the appropriate HR office to determine if standardized duty statements shall be developed and a recommendation provided to the DD, HR, for consideration. In all instances (i.e., proposed change, new assignment within the classification, or new program), revision or development of duty statements shall be coordinated by the appropriate HR office in collaboration with the appropriate HQ program, HQ C&P, regional management, and SME(s).

(3) Human Resources Responsibilities

The DD, HR, CCHCS has overall responsibility for the implementation and oversight of this policy. HQ and Regional C&P Analysts and Field Liaisons shall be responsible for:

- (A) Disseminating approved duty statements to the appropriate program, regional office, or institution.
- (B) Coordinating distribution of duty statements to the appropriate manager/supervisor.
- (C) Collecting duty statements signed by both employee and manager/supervisor.
- (D) Ensuring a signed copy is forwarded to the HQ HR, Regional HR, and Institution Personnel Office for filing in the OPF.
- (E) Tracking the receipt of signed duty statements for all affected employees.

(4) Organizational Charts

Each unit, program, section, and branch within CCHCS shall have an official, current organizational chart. The purpose of an organizational chart is to reflect the management structure and reporting relationships of subordinate staff.

- (A) Organizational structures shall be developed in accordance with classification specifications and allocation guidelines.
- (B) Organizational charts shall serve as a point-in-time reflection of vacancies, temporary positions, approved exceptional allocations, Training and Development assignments, Out-of-Class assignments, and pending hires; organizational charts shall be updated for each request for personnel action that is processed.
- (C) HQ C&P and Regional HR offices maintain the official organizational charts. Programs may maintain their own working charts; however, any formal changes to the organizational structure shall first be approved by the DD, HR, CCHCS.
- (D) On an annual basis, the Receiver and Undersecretary, Health Care Services, and each Director, DD, Assistant DD, Regional Health Care Executive, and Chief Executive Officer shall review their organizational chart and certify the accuracy of their organizational structure by signing the organizational chart. This process shall be coordinated by HQ HR and conducted in October each calendar year.

References

- California Government Code, Title 2, Division 3, Part 2.8, Chapter 4, Sections 12926 and 12926.1
- California Government Code, Title 2, Division 3, Part 2.8, Chapter 6, Article 1, Section 12940
- [California Department of Human Resources Personnel Management Liaison memorandum 2007-026](#)
- California Correctional Health Care Services Organizational Chart Procedures, August 12, 2015
- Personnel Operations Manual 419 Organizational Chart Procedures

Revision History

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