

## MEMORANDUM

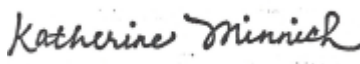
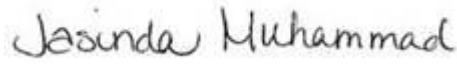
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**Date:** October 2, 2020

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**To:** California Department of Corrections and Rehabilitation (CDCR) Extended Executive Staff  
California Correctional Health Care Services (CCHCS) Extended Executive Staff

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<b>From:</b> Katherine Minnich Deputy Director, Human Resources CDCR	Jasinda Muhammad Deputy Director, Human Resources CCHCS

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**Subject:** CDCR AND CCHCS HIRING RESTRICTIONS UPDATE AS OF OCTOBER 1, 2020

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This memorandum supersedes the September 28, 2020, CDCR and CCHCS Hiring Restrictions directive. As a result of the announced closure of Deuel Vocational Institution by September 30, 2021, as well as staffing ratio reductions related to population adjustments, specific hiring restrictions are necessary in order to offer vacancies to our existing staff. As a result, hiring freezes are effective immediately due to the following:

### Prison Closure

All classifications, for both California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS), in San Joaquin County, Sacramento County, Madera County, Solano County, Tuolumne County, Marin County, and Amador County, are restricted to limited term (LT) appointments only. The following classifications are exempted from the freeze and may be hired permanent:

- Licensed Vocational Nurse, CDCR
- Registered Nurse, Correctional Facility (CF)
- Nurse Practitioner, CF
- Physician and Surgeon, CF
- Physician Assistant, CF
- Certified Nursing Assistant
- Medical Assistant
- Clinical Social Worker (Health/CF)-Safety
- Clinical Social Worker (Health Facility)
- Recreation Therapist, CF
- Staff Psychiatrist, Corrections and Rehabilitative Services (C&RS) (Safety)
- Senior Psychiatrist (Specialist), C&RS (Safety)
- Senior Psychiatrist (Supervisor), C&RS (Safety)

# MEMORANDUM

- Chief Psychiatrist, C&RS (Safety)
- Psychologist-Clinical, CF
- Senior Psychologist, CF
- Senior Psychologist, CF (Specialist)
- Senior Psychologist, CF (Supervisor)
- Chief Psychologist, CF
- All Integrated Substance Use Disorder Treatment Program positions

## Population Reductions

Due to reductions in population and corresponding staffing ratio adjustments, all the following classifications are restricted to LT appointments only **statewide**:

- Correctional Counselor I positions
- Dental classifications:
  - Supervising Dentists, CF
  - Supervising Dental Assistant, CF
  - Dentist, CF
  - Dental Assistant, CF
  - Dental Hygienist, CF
  - All requests to hire any positions permanent or LT shall continue to require review by Dental Program Headquarters.

## Next Steps:

No formal offer for a permanent appointment should have been made after the September 28, 2020 directive for the above listed classifications and locations without an approved exemption. This freeze shall remain in effect for a minimum of 30 days to allow time for CDCR and CCHCS to evaluate overages and viable vacancies. Should specific classifications or locations no longer warrant a hiring restriction, an update to this directive will be provided.

Therefore, all previous advertisements and certification lists that are not for LT appointments are to be postponed until further notice for the above listed classifications and locations. Institutions or programs are permitted to prepare new advertisements and a new certification list for LT time base as required for operational needs. This restriction does not apply to mandatory reinstatements.

Any exemptions must be submitted through and approved by the respective Director before forwarding to either Renee Pettis, CDCR Workforce Consolidation & Reduction Support Unit (WCRS) Manager at [CDCRHRWCRSHelpDesk@cdcr.ca.gov](mailto:CDCRHRWCRSHelpDesk@cdcr.ca.gov), or Anita Barrientos, CCHCS WCRS

# MEMORANDUM

Manager at [HealthCare.HRhelp@cdcr.ca.gov](mailto:HealthCare.HRhelp@cdcr.ca.gov) for final approval. Additional instructions will be provided to CDCR and CCHCS Personnel offices via separate communication.

In order to determine vacancies for mitigation efforts, vacancy data must be updated timely and accurately. Detailed direction regarding vacancy reporting expectations will be provided via separate communication.

Should you have any questions, for CDCR please contact your Personnel Operations Analyst, and for CCHCS please contact your Classification & Pay Analyst or Regional Human Resources Field Liaison.

Cc: Institutional Personnel Officers