



## DUTY STATEMENT

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

RPA-	EFFECTIVE DATE:
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CDCR INSTITUTION OR DEPARTMENT Pelican Bay State Prison	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Vocational Education – Crescent City, CA	CLASS TITLE Vocational Instructor, Office Services and Related Technologies (OSRT), CF
WORKING DAYS AND WORKING HOURS M-F	SPECIFIC LOCATION ASSIGNED Education - Computer Literacy
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 394-232-2849-001,002,003

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general supervision of the Principal and the direct supervision of the Supervisor Academic Instruction, CF (SAI) the Vocational Instructor, Office Services and Related Technologies (OSRT), CF the California Department of Corrections (CDCR) learning goals and objectives through the Office of Correctional Education approved curriculum and in accordance with education, credentialing, and the rules and regulations that have been established by the specific trade certifying agency(s). Based on the incarcerated students' learning needs and applicable assessment results the instructor develops lesson plans, assigns and reviews class and shop work and provides a course of study based on the specific authorized vocational program curricula. The vocational instructor provides professional and technical instruction to a diverse population of incarcerated students, including students who are advanced, remedial or disabled. The professional and technical instruction involves demonstration of skills required in the trade and lessons on principles, practices, methods, processes and terminology. The instructor ensures the students are actively engaged in the learning process and are progressing through the course according to the curriculum and established pacing matrix. The instructor will provide remedial assistance when needed, and will document their efforts in cases where inmates are not progressing according to the pacing matrix. The instructor administers appropriate written and performance tests and evaluates achievements of inmates in technical knowledge and trade skills as applicable to the student's specific assignment. The instructor maintains a clean and well-organized classroom/shop including all associated storage areas. The instructor maintains and preserves the safety and security of the institution and the immediate classroom/shop and surrounding areas, as well as provides for the administration, storage, control and issuance of all tools, materials, and supplies within the vocational classroom and shop in a manner that maintains safety and security.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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<b>35%</b>	<p><b>Duties/Essential Functions:</b></p> <p>Directly supervises the inmate workers and the students assigned to the vocational program. Plans, assigns, and evaluates the work of all inmates assigned to the vocational program. Provides professional and technical instruction involving the demonstration of skills required in the trade and lessons on principles, practices, methods, processes and terminology during the regular school schedule, modified programs and if necessary, during lockdowns. Develops lesson plans directly aligned to the OCE approved curriculum, textbooks, and industry standards. Organizes and effectively communicates class/course objectives, standards, and the requirements for successful achievement, e.g., syllabi, tests, specific tasks to students.</p>
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	<p>Prepares students to attain the OCE approved industry specific certifications and provides instruction of the OCE approved coursework in literacy for those students who fall within guidelines of PC 2053.1. Ensures the students are actively engaged in the learning process and are progressing through the course according to the curriculum and established pacing matrix. Administers appropriate tests and evaluates achievements of inmates in technical knowledge and trade skills as applicable to the student's specific assignment and curricula. Appropriately ensures security of all tests. Operates basic office equipment and performs routine typing and basic computer operations in order to accurately track, maintain, and submit all required documentation logically associated with the vocational programs to include, but not limited to: inmate attendance, disciplinary, assessment, safety, and industry and curricula and milestone achievements, as directed and within the established reporting time periods.</p> <p><b>30%</b> Maintains institutional security by properly following escape prevention policies and procedures. Maintains classroom and shop discipline, provides a safe classroom and shop learning environment, prevents injury to self and inmates. Administers, stores, controls and issues all tools within the vocational classroom and shop in a manner that maintains safety and security of the institution and the specific vocational classroom and shop. Maintains a clean, well-organized classroom/shop and associated storage areas. Appropriately wears a personal alarm device and adheres to other CDCR sanctioned security requirements. Understands, follows and teaches the mandated safety requirements, hazardous-material (SB198) requirements, rules and regulations per California Code of Regulation Title 15, established local policies and procedures, and applicable laws governing the specific vocational program. Adheres to given budget and appropriately orders programs supplies, tools and equipment which directly relate to the curriculum and industry standards. Ensure that all purchasing documents are thoroughly completed and timely submitted during the purchasing phase. Follows appropriate institutional requirements for purchasing. Upon arrival of tools and supplies, appropriately logs, scribes, and store items in a timely manner</p> <p><b>25%</b> Reports to the direct supervisor and clearly communicates information both verbally and in writing regarding program issues. Performs the instructional duties with a professional and cooperative work ethic and maintains an effective working relationship with department personnel and students. Accurately prepares Education Monthly Report and Monthly Accomplish Report data and submits the information to the direct supervisors as required within the established time frames. Required documentation includes, but is not limited to: Permanent Class Record (CDC-151) Student Progress Reports (128-E), student disciplinary reports (CDC-115, CDC-128-A, and CDC-128-8), Work Supervisors Report (CDC-101), Inmate Work Supervisor's Time Log (CDC-1697), Vocational Training Evaluation Report (CDC-153), Record of Educational Achievement (CDC-154) Milestone Credit Earning (CDC-128-B), and all appropriate and specific industry certification documents. Appropriately complete, maintain and appropriately update all student records. The instructor purchases supplies, materials and equipment in accordance with policies and procedures</p> <p><b>10%</b> Attends required educational staff meetings to obtain knowledge of the CDCR, institutional, and OCE mission and goals. Actively participates in committee meetings such as preparation for the Department compliance Review and Audit Committee visitation, Western Association of Schools and Colleges (WASC) groups, Site Literacy Council, Inmate Advisory and Curriculum meetings, Industry meetings, etc. Evaluates and orders approved textbooks, curriculum materials and equipment in accordance with policy and procedures. Possesses and maintains all required credentials, licensures, and training as required by CDCR/OCE. The instructor stays current with the trends, processes, innovations and technology advancements of the applicable trade. Maintains required In-Service-Training (1ST) hours by attending scheduled 1ST and on-the-job training classes including, but not limited to, all mandatory classes and the annual block training.</p>
	Indicate the duties and responsibilities assigned to the position.
<b>Knowledge and Abilities</b>	
<b>Knowledge of:</b> (With particular reference to their specialty) methods, materials, tools, machines, equipment, and safety	

principles involved. In addition, they must be willing to learn principles, methods, practices, current developments, and trends in vocational education.

**Ability to:** Perform the duties of a journeyperson in the field of their specialty. They must also have the ability to provide leadership and motivation to inmates, youthful offenders, residents, and patients; teach and supervise these individuals; work effectively with other disciplines; read and use drawings and sketches; estimate and order supplies; analyze situations accurately and take effective action; maintain fair and firm discipline; and keep records and prepare reports.

The vocational instructor provides professional and technical instruction to a diverse population of incarcerated students, including students who are advanced, remedial or disabled. The professional and technical instruction involves demonstration of skills required in the trade and lessons on principles, practices, methods, processes and terminology. The instructor ensures the students are actively engaged in the learning process and are progressing through the course according to the curriculum and established pacing matrix. The instructor will provide remedial assistance when needed, and will document their efforts in cases where inmates are not progressing according to the pacing matrix. The instructor administers appropriate written and performance tests and evaluates achievements of inmates in technical knowledge and trade skills as applicable to the student's specific assignment. The instructor maintains a clean and well-organized classroom/shop including all associated storage areas. The instructor maintains and preserves the safety and security of the institution and the immediate classroom/shop and surrounding areas, as well as provides for the administration, storage, control and issuance of all tools, materials, and supplies within the vocational classroom and shop in a manner that maintains safety and security.

**Special Requirements:** Must be willing to continue their educational development; work in a State correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of inmates, wards, residents, and patients; maintain high standards of morals and speech; tact; patience; and emotional stability.

**Special Physical Requirements:** Must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/wards.

**Physical Demands/Essential Functions:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The following is a definition of the on-the-job time spent in physical activities:

- Constantly: Involves 2/3 or more of a workday
- Frequently: Involves 1/3 to 2/3 of workday
- Occasionally: Involves 1/3 or less of workday
- N/A: Activity or condition is not applicable

**Standing:** Frequently - may stand while utilizing the photocopier or providing instructions to inmates.

**Walking:** Frequently - will walk to inmates housing in various facilities and buildings, may walk to a printer, a staff member's desk or various offices to discuss various issues.

**Sitting:** Occasionally - when using the computer terminal at the desk. Completing paperwork at the desk. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

**Lifting:** Occasionally - will lift paperwork and files weighing from zero to five pounds. He/she will occasionally lift binders weighing up to five pounds of information regarding regulations. Rarely, overhead lifting of approximately ten pounds of archive files will be necessary.

**Carrying:** Frequently – will use rolling carts to carry written books, supplies, exams, materials to and from inmates housing or designated areas, will carry the above noted files and supplies for short distances within the office area.

**Stooping/Bending/Kneeling/Crouching:** Occasionally - when accessing forms under a counter, or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the calculator, to perform paperwork duties, or file documents.

**Reaching in Front of Body:** Frequently - to access a computer terminal, a 10 key or telephone. He/she will reach when operating a photocopier and pulling files.

**Reaching Overhead:** Occasionally - to reach the top shelves of a five-shelf vertical file.

**Climbing:** Occasionally - Climbs when using the step stool to reach files or forms. Climbs steps throughout the institution during performance of regular work responsibilities.

**Balancing:** Occasionally - Balances when using the step stool.

**Pushing/Pulling:** Frequently - will use rolling carts to carry written books, supplies, exams, materials to and from inmates housing or designated areas when opening desk drawers and retrieving binders and individual files.

**Kneeling/Crouching:** Occasionally - may choose to kneel/crouch when accessing information from a bottom drawer or shelf.

**Crawling:** N/A

**Fine Finger Dexterity:** Frequently - when sorting through paper, inputting information to the computer or operating a 10-key adding machine.

**Hand/Wrist Movement:** Frequently to Constantly - when sorting papers, looking through files, answering telephones, photocopying, entering and retrieving data from the computer, filling out forms on a typewriter, or making handwritten notes.

**Hearing/Speech:** Useful for handling telephone inquiries and conversing with coworkers and employees.

**Sight:** Required for perusing files and accessing computer terminals.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Machines, Tools, Equipment, And Work-Aids:** The employee utilizes a personal computer, printer, paper shredder, photocopier and the usual office equipment.

**Sexual Harassment Policy:**

***Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010***

***initial:*** \_\_\_\_\_

**Code of Conduct:**

***As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows:***

***Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.***

***Initial:*** \_\_\_\_\_

***Incompatible Activities:***

***Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.***

***Initial:*** \_\_\_\_\_

***Nepotism/Fraternization Policy:***

***Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25***

***Initial:*** \_\_\_\_\_

**Comments:** Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.

## GENERAL POST ORDER ADDENDUM

**General requirements:** Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below);
- housing accommodations such as wheelchair accessible cells, medical beds for inmates/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- work rules that allow the inmate/patient to have a job consistent with his/her disabilities. Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications.

**Equally Effective Communication:** The Americans with Disabilities Act (ADA) and the *Armstrong* Remedial Plan require CDCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with inmates/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document whether the inmates/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

**DECS:** The Disability Effective Communication System (DECS) contains information about inmates/patients with disabilities. Every institution has DECS access and staff must review the information it contains in making housing determinations and providing effective communication.

**Housing restrictions:** All inmates/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmates/patients are housed appropriately.

**Prescribed Health Care Appliances (including dental appliances):** Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager/Chief Executive Officer, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.

**SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

**EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

**The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.**

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

