

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
**POSITION DUTY STATEMENT**

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>CALIFORNIA MEN'S COLONY</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>056-210-1139-814</b>		MCR / HCR <b>1</b>
DIVISION / UNIT  <b>LEVEL III HOUSING</b>		CLASSIFICATION TITLE <b>OFFICE TECHNICIAN (TYPING)</b>		
		WORKING DAYS/HOURS: <b>Monday – Friday 0730 - 1530</b> (Position may require incumbent to work flexible hours and/or overtime).		
		TIME BASE / TENURE	CBID <b>R04</b>	WWG <b>2</b>
LOCATION <b>FACILITY A &amp; B</b>		INCUMBENT		EFFECTIVE DATE <b>01/03/2023</b>
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>				
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.				
<b>DIVISION OVERVIEW</b>				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS This position demands a high degree of judgment, initiative, and ability to follow through on assigned tasks. Compiles and maintains various custody reports, which include Letter of Instruction, Dock Notices, Employee Counseling, inmate appeals, Warden's correspondence, confidential staff reports etc. Compose memos, maintains logs, and track correspondence from outside agencies, inmate families, and custody personnel. Communicates with outside agencies, inmate families and personnel, which involve sensitive issues requiring knowledge of CDCR policies and procedures, Title 15, and Operational Procedures.				
<b>GENERAL STATEMENT</b>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Facility Captain, the Office Technician (T) acts as a secretary to the Facility Captain.				
<b>% of time performing duties</b>	<b>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.</b>			
40%	Prepares memorandums, letters, confidential reports, CDCR 128-B informative and confidential chronos, and monthly statistical reports. Reviews Appeal responses, correspondences and miscellaneous documents for appropriate format and content. Tracks and reviews assignments assigned to respective areas. Prepares and maintains files and/or logs specific to areas of responsibility, prepares and distributes mail, answers telephones and directs call or takes messages, may provide information to the Public Information Officer related to assigned areas.			
35%	Supports the Facility Captains (FC), Program Lieutenants, Program Sergeants, Correctional Counselor II's (CCII) and Correctional Counselor I's (CC I), for the purpose of editing, resolving problems, and receiving miscellaneous instructions. Reviews area for document retention requirements. Performs clerical duties specific to work location.			

10%	Has regular, direct responsibility for work supervision, on the-job-training, and work performance evaluation of at least two inmates who substantially replace civil service employees for a total of at least 120 hours per pay period. This includes regular monitoring of inmate computer usage in accordance with institutional policy. Utilizes the Strategic Offender Management System (SOMS) for inmate timekeeping and inmate payroll.
10%	Accomplishes other duties as assigned, which include, but not limited to, serving as the Facility Work Order Coordinator (WOC), miscellaneous typing, updating and maintaining desk procedures, phone coverage, attending and participating in IST training and monthly Secretarial meetings. May fill in temporarily behind OA/OT positions in other areas.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

**CONSEQUENCE OF ERROR**

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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DIVISION / UNIT  <b>LEVEL III HOUSING/FACILITY D</b>		CLASSIFICATION TITLE <b>OFFICE TECHNICIAN (TYPING)</b>		
		WORKING DAYS/HOURS: <b>Monday – Friday 0800 - 1600</b> (Position may require incumbent to work flexible hours and/or overtime).		
		TIME BASE / TENURE	CBID <b>R04</b>	WWG <b>2</b>
LOCATION <b>HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409</b>		INCUMBENT		EFFECTIVE DATE <b>01/03/2023</b>
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