

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Institution for Women		POSITION NUMBER (Agency-Unit-Class-Serial) 086-261-1139-809		MCR / HCR
DIVISION / UNIT Business Services		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE Personnel Front Desk		
		TIME BASE / TENURE PFT	CBID R4	WWG 2
LOCATION Personnel		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION				
We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.				
COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION				
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.				
DIVISION OVERVIEW				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS				
Business Services Under the administrative direction of the Chief Deputy Administrator, Correctional Administrator Business Services, (AWBS) is responsible to plan, organize, direct and coordinate business management for the institution which includes the following areas of responsibility: <ul style="list-style-type: none"> • Fire • Records • Plant Operations • Procurement • Food Services • Accounting • Budgets 				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS				
Under the general direction of the Institutional Personnel Officer, the Office Technician (T) acts as the receptionist for the Personnel Office and provides clerical support for the Personnel Office staff. The incumbent will be responsible for answering and/or redirecting incoming telephone calls, assist staff at the front counter by redirecting to appropriate Personnel Office Staff or providing general information. Responsible for opening all incoming mail and routing mail to the proper office staff and prepare mail for daily pick-up and delivery. Ensure that each new employee is provided with an orientation package and issued an identification card. Type memos, reports, correspondence, and other related documents. Process employee benefit program forms and verify employment records. Maintain adequate inventory of supplies needed for the Personnel Office and performs other related clerical tasks.				
% 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.			
25%	ESSENTIAL FUNCTIONS Answer incoming calls from the public, other State departments, and CIW Staff. Refers or redirects incoming telephone calls and takes messages as necessary. Attends front counter by answering general personnel questions, handing out written information, booklets and pamphlets; coordinate new hire information with specialist to ensure all required documentation completed. Provide separating employees with form CDCR 648, Check-out Sheet. <u>Keep the Personnel Receptionist Office clean, neat and organized at all times.</u>			
25%	On a daily basis, pick-up, opens, date stamps, sorts and distributes all incoming mail for the Personnel Office. Process all outgoing mail. Makes special deliveries as required.			

20%	Responsible for duplicating and maintaining an adequate supply of employee information packages for new hires, intermittent employees (PIES), transfer and new supervisory employees. Prepares Official Personnel Files and 998a folder for all incoming employees in a timely manner. Conduct live scan fingerprinting as needed. Maintain all cleared Live Scan Forms for Volunteers and Contractors including cleared TB forms.
10%	Responsible for sending out Merit Salary Adjustments (Supervisor Certification of Salary Adjustment) notices to supervisors of employees. Certification notices must be mailed timely in order to avoid overpayment of employees being denied by their supervisor. Upon receipt of certification notices, log and file approved certifications. Denied certifications must have justification of denial from employee's supervisor and must be provided to the Personnel Specialist no later than the day before Monthly Personnel Cut-off of the effective date of the Merit Salary Adjustment.
10%	Issue an accurate CDCR Identification cards to authorized recipients. Retrieve CDCR Identification Cards from employees transferring to CIW, log and destroy. Send a notice of retrieval and date of destruction to appropriate institution. Upon receipt, log expired CDCR Identification Cards prior to shredding. Ensure separated employees return any State issued equipment such as CDCR Identification Cards, custody vest, body worn cameras, etc. and inform In-Service Training to collect their equipment from the Personnel Office. File completed CDCR 894A – CDCR Identification Card form in the employee's Official Personnel File in a timely manner. Prepares monthly warehouse supply and/or process order request from outside vendor for supplies not carried in the warehouse according to purchasing guidelines. Restocks the office supplies and maintain inventory control of office supplies and special equipment in the Personnel Office.
5%	Prepares and maintains employee address roster listing. On a monthly basis, prints and provides Investigative Service Lieutenant and Watch Commander. Prepares and Maintains employee roster cards for all incoming and outgoing employees noting their full name social security number, position number CDCR hire date, CIW hire date, home address and telephone number; notates separated employee's date of separation, reason for separation, or transfer agency if applicable, and file them accordingly.
5%	Participates in IST training, all training mandated by the department. All other duties as required. May escort inmates from the Administration Building to Personnel Office and back to Administration Building. May supervise inmates while cleaning the Personnel Office. Ensure CIW Escape Prevention Policy is adhered to at all times. Make every effort to prevent the possibility of escape, pilferage or injury to staff or inmates. Conduct monthly safety inspections of all areas to ensure work areas are clean and safe at all times. Prepares monthly safety inspection forms for submission to the Fire Chief. Maintains and completes Perpetual Inventory Forms to be submitted at the end of the month to the Fire Chief.

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

- 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.

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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