

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-216-6474-401		MCR / HCR 1
DIVISION / UNIT  Business Services Division Plant Operations Department		CLASSIFICATION TITLE Carpenter II (CF)		
		WORKING TITLE Carpenter II (CF) / D Yard		
		TIME BASE / TENURE	CBID	WWG
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 01/23/2024	INCUMBENT		EFFECTIVE DATE

**CDCR'S MISSION and VISION**

**Mission**

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

**Vision**

We enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs.

**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**

Positions in this series may instruct, lead or supervise incarcerated persons, wards, residents or patients of the Department of Corrections or the Department of Youth Authority; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated persons for contraband, such as weapons or illegal drugs. These classifications are subject to safety retirement.

There is a parallel classification series of Carpenter, which is utilized by State agencies other than the Department of Corrections or the Department of the Youth Authority.

Incumbents in this series maintain order and supervise the conduct of persons committed to the Department of Corrections and the Department of the Youth Authority; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated people, wards, residents or patients for contraband, such as weapons or illegal drugs.

This is the full journey level. In addition to the duties of the Carpenter I, this level may prepare lists of materials and supplies; estimate job costs; lay out a job; and lead the work of craftspeople or helpers.

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

Under the direction of the Supervisor of Building Trades, staff will have the primary responsibility for the maintenance and repair of the institution's buildings and structures on D Yard and all areas associated with that yard. Due to institutional need staff may be redirected to maintain or repair other buildings and structures throughout the institution. Your scheduled work hours are 0730 hours to 1530 hours Monday through Friday with Saturday, Sunday and Holidays off. The position in which you are assigned has two (2) fifteen (15) minute rest periods but no lunch period. During the rest periods you are not to leave the job site, unless directed differently by your supervisor. Incarcerated person workers, under no circumstances, will perform maintenance or corrective work without direct supervision. This is a breach of security and will not be tolerated. Duties include but are not limited to the following:

**030-216-6474-401**

<p><b>% of time performing duties</b></p>	<p><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></p>
<p>40%</p>	<p>Performs rough and finish carpentry with the use of hand and power carpentry tools; read blueprints and work from and interpret plans and specifications.</p>
<p>30%</p>	<p>Instruct, direct, and coordinate the work of a small crew of craftspeople or incarcerated persons; follow oral and written instructions.</p>
<p>20%</p>	<p>Prepare purchase requests, receive supplies, maintain inventories and their records; perform tool control procedures; perform materials and chemical procedures; maintain incarcerated persons timekeeping records; repair incarcerated persons work reports; maintain incarcerated persons accountability; maintain security programs; and provide safety training and enforces safety regulations.</p>
<p>10%</p>	<p>Maintain order and supervise the conduct of persons committed to the Department of Corrections and Rehabilitation; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises for contraband, such as weapons or illegal drugs. Attend annual In-Service Training classes, obtain On-Job training, and attend mandatory safety training.</p> <p>This position has direct and primary supervision of incarcerated person workers, including holding work cards, calling in an out count, assigning work, reviewing performance, writing disciplinary paperwork as required, submitting timecards and pay sheets, and providing comprehensive training on work expectations and safety measures. The incumbent will enforce safety measures. If incarcerated person fails to report to work, the incumbent will contact the appropriate Work Change and Housing Unit, within 15 minutes, to determine the incarcerated person’s location. The incumbent will conduct random and unscheduled inspections of incarcerated person work areas for potential escape material and contraband. In the event the incumbent is required to work overtime or in outside areas, a positive count will be required. When utilizing sensitive or confidential information, staff shall ensure that the information is not within view of other persons or incarcerated persons. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive, or personal information into the workplace from outside of the institution. All office doors and confidential storage areas are to be locked when unattended.</p> <p>Persons appointed to positions in this class 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 incarcerated persons. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated persons and/or the protection of personal and real property.</p>

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, 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.

**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.*

<p>EMPLOYEE’S NAME (Print)</p>	<p>EMPLOYEE’S SIGNATURE</p>	<p>DATE</p>
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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*

**030-216-6474-401**

- *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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