

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) 030-234-1318-002		MCR / HCR 1
DIVISION / UNIT Operations Education Department		CLASSIFICATION TITLE Library Technical Assistant (Safety)		
		WORKING TITLE Library Technical Assistant (Safety)		
		TIME BASE / TENURE U04	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 1/1/2023	INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

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.

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

Library Technical Assistants (Safety) follow established procedures which have been developed by Senior Librarians, Correctional Facility, or Librarians, Correctional Facility. Under the guidance of a Senior Librarian, Correctional Facility, or Librarian, Correctional Facility, incumbents in this classification perform specialized sub-professional duties, such as pre-cataloging, interlibrary loans, book acquisition, and locating simple bibliographic information within the library system of a State correctional facility.

Such work primarily requires a practical knowledge of library functions and services and an ability to apply standard library tools, methods, and procedures within well-defined standards. This classification is distinguishable from general clerical classifications which perform typing, stenography, and general office work, and from professional librarian classifications which are involved in the development, direction, and evaluation of programs and in complex work requiring professional knowledge of the theories, principles, and techniques of library science.

GENERAL STATEMENT

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

Under the supervision of the Supervisor of Correctional Education Program (SCEP) or Educational Administrator designee, and functional lead of the Senior Librarian (CF) or Librarian (CF) when applicable, the Library Technical Assistant (LTA) (Safety) will perform the following duties in accordance with the State Personnel Board classification specification within the Institution's Legal or General Library collections. These duties may be performed in a library that is staffed by a Senior Librarian or Librarian, or the LTA may facilitate inmate access to libraries by performing these duties in a satellite library without continuous active supervision from an education administrator, a Senior Librarian or Librarian. The LTA will perform all duties in accordance with Departmental regulations and policies that have been established for library operations. If circumstances arise that are not covered by existing regulations or policy the LTA will seek direction from the appropriate supervisor.

% 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.
30%	Provide direct supervision of inmate clerks and inmates utilizing their assigned library in order to provide the inmates with their required access and to maintain institutional safety and security. Perform and/or monitor inmate clerks in the tasks associated with book circulation, catalog classification, upkeep, maintenance and inventory of library material, which includes but is not limited to, delivering books and materials to the inmates in various housing units.

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20%	Maintain accurate records of inmate library use and access, which includes but is not limited to, records of legal materials requested and/or delivered to an inmate, and records of time periods inmates are given to access the legal material and to conduct legal research.
20%	Pull text, photocopy requested information and deliver case law requested by inmates utilizing the institution's paging process in order to fulfill the mandated requirements of inmate access to the courts when an inmate is physically unable to access the material. Identify and pull requested source material based on the complete information provided by the inmate, or return the inmate's request if there is not sufficient information to identify the requested material.
20%	Provide training, instruction and evaluation to inmate clerks and inmates on basic library resources and procedures. This may include but is not limited to how to find case law, how to utilize the library cataloguing system, how to utilize reference material and how to check out and return library material.
05%	Provide recommendations and documentation of facts and events to staff responding to inmate appeals based on the LTA involvement with the event in question as needed. Provide recommendations to supervisors on how to improve the overall effectiveness of the library system when requested.
05%	Other duties as assigned to include but not limited to attending training and/or staff meetings.

SPECIAL REQUIREMENTS	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> 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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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) 030-234-1318-400		MCR / HCR 1
DIVISION / UNIT Operations Education Department		CLASSIFICATION TITLE Library Technical Assistant (Safety)		
		WORKING TITLE Library Technical Assistant (Safety) / DDP Clark		
		TIME BASE / TENURE U04	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 1/1/2023	INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
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DIVISION OVERVIEW				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Library Technical Assistants (Safety) follow established procedures which have been developed by Senior Librarians, Correctional Facility, or Librarians, Correctional Facility. Under the guidance of a Senior Librarian, Correctional Facility, or Librarian, Correctional Facility, incumbents in this classification perform specialized sub-professional duties, such as pre-cataloging, interlibrary loans, book acquisition, and locating simple bibliographic information within the library system of a State correctional facility. Such work primarily requires a practical knowledge of library functions and services and an ability to apply standard library tools, methods, and procedures within well-defined standards. This classification is distinguishable from general clerical classifications which perform typing, stenography, and general office work, and from professional librarian classifications which are involved in the development, direction, and evaluation of programs and in complex work requiring professional knowledge of the theories, principles, and techniques of library science.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Supervisor of Academic Instruction (SAI) and the guidance of the Librarian, the Library Technical Assistant (LTA), Correctional Facility (CF), is responsible to provide ¹² orientation to all inmates in the Developmental Disability Program (DDP) for law library and other library services provided at each institution. The LTA will provide developmentally disabled (DD) inmates reasonable access to forms, regulations and procedures in the library. The LTA will ⁷ ensure DD inmates understand how to gain access to Court and ¹¹ provide the Americans with Disabilities Act (ADA) Coordinator with the information being forwarded to the Court.				
% 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.			
60%	Ensure DD inmates have equitable accessibility to all general and law library services and ⁶ educat inmates for law library use as appropriate. Document and provide DDP inmates with an orientation to both the general and law library explaining services and procedures. ⁴ Interview all DDP inmates and identify Library and leisure reading needs and ⁸ provide reading and scribing law library services as needed. ⁵ Provide inmates' reasonable access to all forms, regulations and library procedures. ⁶ Ducat inmates for law library use as appropriate, in order to			

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15%	<p>accomplish the delivery of library services .⁹ Document whatever services are provided to DDP inmates on 128-B, library log, etc. ³ Communicate with DDP education staff and other library staff regarding DDP library concerns.</p>
15%	<p>Ensure DD inmates have equitable accessibility to all general and law library services and ⁶educat inmates for law library use as appropriate. Document and provide DDP inmates with an orientation to both the general and law library explaining services and procedures. ⁴ Interview all DDP inmates and identify Library and leisure reading needs and ⁸provide reading and scribing law library services as needed. ⁵ Provide inmates’ reasonable access to all forms, regulations and library procedures. ⁶ Ducat inmates for law library use as appropriate, in order to accomplish the delivery of library services .⁹ Document whatever services are provided to DDP inmates on 128-B, library log, etc. ³ Communicate with DDP education staff and other library staff regarding DDP library concerns.</p>
15%	<p>Attend meetings and works with other DDP staff in order to meet the requirements of the DDP. ² Communicate with other library staff regarding DDP library concerns. ¹ Communicate with and assists the DDP Correctional Counselor I (CC I) regarding library services as needed. ¹⁰ Notify the CC I of the need to inform the Court of an inmate’s developmental disability. Provide the Americans with Disabilities Act (ADA) Coordinator with information being forwarded to the court. Communicates and cooperates with custody in order to ensure inmates have access to library services. Attend training and conferences coordinated by the Office of Correctional Education in order to remain current with the DDP.</p>
05%	<p>Keep current of changes in custodial regulations through In-Service Training (IST), reading the monthly IST bulletin, and attending staff meetings and quarterly training.</p>
05%	<p>Maintain the security of the library and other work areas. Secures and maintains library materials and equipment. Inspect the premises for contraband and anything else deemed a security risk.</p>
	<p>Perform other related duties as required.</p>
	<p>Excerpt from Clark Remedial Plan – Library Technical Assistant (Safety)</p>
	<ol style="list-style-type: none"> 1. Communicate with and assist DDP CCI (<i>in regards to library services</i>) 2. Communicate with other Library staff about DDP library concerns 3. Communicate with DDP Education staff 4. Interview DDP I/M and identify library and leisure reading needs 5. Provide reasonable access to forms, regulations, and procedures in the library 6. DUCAT inmates for law library use as appropriate 7. Ensure DDP Inmates understand how to gain access to the Court 8. Provide reading and scribing law library services as needed 9. Document whatever services are provided to DDP inmates on 128-B, library log, etc. 10. Notify CCI of the need to inform the Court of an inmate’s developmental disability 11. Provide the ADA Coordinator with the information being forwarded to the Court 12. Provide orientation to all DDP inmates for law library and other library services

SPECIAL REQUIREMENTS

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CONSEQUENCE OF ERROR

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EMPLOYEE’S STATEMENT:

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030-234-1318-400

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT: <ul style="list-style-type: none"> ● <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> ● <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i> 		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

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) 030-234-1318-402		MCR / HCR 1
DIVISION / UNIT Operations Education Department		CLASSIFICATION TITLE Library Technical Assistant (Safety)		
		WORKING TITLE Library Technical Assistant (Safety)		
		TIME BASE / TENURE U04	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 1/1/2023	INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
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GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Supervisor of Correctional Education Program (SCEP) or Educational Administrator designee, and functional lead of the Senior Librarian (CF) or Librarian (CF) when applicable, the Library Technical Assistant (LTA) (Safety) will perform the following duties in accordance with the State Personnel Board classification specification within the Institution's Legal or General Library collections. These duties may be performed in a library that is staffed by a Senior Librarian or Librarian, or the LTA may facilitate inmate access to libraries by performing these duties in a satellite library without continuous active supervision from an education administrator, a Senior Librarian or Librarian. The LTA will perform all duties in accordance with Departmental regulations and policies that have been established for library operations. If circumstances arise that are not covered by existing regulations or policy the LTA will seek direction from the appropriate supervisor.				
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20%	Maintain accurate records of inmate library use and access, which includes but is not limited to, records of legal materials requested and/or delivered to an inmate, and records of time periods inmates are given to access the legal material and to conduct legal research.
20%	Pull text, photocopy requested information and deliver case law requested by inmates utilizing the institution's paging process in order to fulfill the mandated requirements of inmate access to the courts when an inmate is physically unable to access the material. Identify and pull requested source material based on the complete information provided by the inmate, or return the inmate's request if there is not sufficient information to identify the requested material.
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05%	Other duties as assigned to include but not limited to attending training and/or staff meetings.
<p>In addition to the above duties, the LTA (Safety) must possess and demonstrate the following:</p> <p>SPECIAL PERSONAL REQUIREMENTS: All incumbents must exhibit orderliness, tact, and neatness, and demonstrate an interest in library work and in assuming increasing responsibility. Incumbents must be willing to work with the resident population of a State correctional facility.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS: Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, inmates, or the public. Assignments during tour of duty may include sole responsibility for the supervision of inmates/wards and/or protection of personal and real property.</p> <p>I have read and understand the contents and expectations of the Duty Statement for the Library Technical Assistant (Safety) classification. I have asked my supervisor to clarify all areas that I was uncertain with either the meaning or requirement. As a condition of my employment in this classification I agree to fulfill the above functions.</p>	

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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

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