

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM North Kern State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 182-234-2952-XXX		MCR / HCR 1	
DIVISION / UNIT  Division of Adult Institutions/Education		CLASSIFICATION TITLE Librarian (CF)			
		WORKING TITLE Librarian (CF)			
		TIME BASE / TENURE FT	CBID R03	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		WORK DAYS: MONDAY – FRIDAY		RDO's: SAT/SUN/HOL	
		WORK HOURS: 0700-1500			
LOCATION Delano, CA		INCUMBENT		EFFECTIVE DATE	
<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>					
Under the direct supervision of the Supervisor of Academic Instruction or their administrator designee, the Librarian will operate smaller or less complicated libraries and/or legal content access points within the institution. The librarian will perform difficult professional work in connection with selecting, cataloging, loaning, or the reference use of books and other library materials and media formats. The librarian will maintain order and supervise inmate patrons who are accessing the recreation library, and /or legal content contained in either the print collection or the Law Library Electronic Delivery System (LLEDs).					
<b>GENERAL STATEMENT</b>					
The librarian could direct a library technical assistant (LTA) and or inmate clerk assigned to assist them during all or a portion of their work shift depending on the institution's operational needs. The librarian will work professionally with all Department employees and inmates. The librarian may be assigned to multiple work locations during the work week and/or workday according to the institution's need to provide inmates access to the library resources.					
<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>			
45%	<b>DUTIES:</b> Directly oversees the safe and efficient operation of their specified library (ies) and provides inmate access to the library content and materials. Assists inmates as needed with appropriate resource information. Directs, and trains the LTA and or inmate clerk. Maintains accurate documentation of inmate library visitation times as required for various compliance measures.				
20%	Assists the Senior Librarian (SL) in the development and maintenance of the library collection. Provides professional recommendations for new and replacement material. Prepares and submits appropriate purchase request (s). Conducts research and or legal content "paging" requests as appropriate.				
15%	Answers inmate requests, grievances, form 22, appeals, etc, as assigned by the Senior Librarian and/or supervisor.				
10%	Oversees and/or conducts inventory for the legal collection.				

5% Attends all institution and librarian training that may include traveling to other institutions and headquarters in Sacramento.

5% Performs other duties as assigned.

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

**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 timeline 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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