

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-261-1139-xxx		MCR / HCR 1 / D
DIVISION / UNIT Business Services/Personnel		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing), Timekeeper		
		TIME BASE / TENURE FT/P	CBID R04	WWG 2
LOCATION Represa, CA 95671		INCUMBENT		EFFECTIVE DATE 12/12/2022

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

The Personnel Office is responsible for applying State Laws, departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, and personnel documents processing and related personnel transactions functions. The Personnel Office works closely with the State Controller's Office, CalHR, and CalPers.

GENERAL STATEMENT

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

Under the direct supervision of the Personnel Supervisor II, the Office Technician (Typing) is responsible for the timekeeping procedures for all employees in the automated timekeeping system and the more complex clerical duties in the reception area of the Personnel Office.

% 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.
35%	Reviews and posts attendance into the Tele Staff timekeeping system from the various Federal Labor Standards Act (FLSA) watch sheets and 998A attendance forms. Processes monthly attendance, overtime, and various management reports as needed. Run the monthly dock notices. Researches and/or corrects employee requests regarding their attendance and overtime worked. Maintains files for signed timesheets and FLSAs. Works with the BIS team ensuring time shift issues and overlapping hours are corrected.
35%	Prints the monthly 998A Attendance reports for employees and inter-alphabetizes with the Leave Balance Statements for distribution on the Master pay warrant. Prints several other reports for various institutional departments. Reconciles 998 attendance reports. Assist Personnel staff by printing Time Sheet Summaries and making any corrections before Interface. Gather information for Labor Relations and Employee Relations Officers. Scan FLSA sheets for record keeping. Run Salary Hour report weekly to make any corrections as needed in Tele Staff. Works with the Personnel Assignment Office ensuring any discrepancies in Tele Staff are adjusted.
25%	Back-up Reception duties including answering and screening telephone calls for the Personnel Office staff; answering technical questions regarding employment, testing, and employee benefits. Process CDC employee

5%	<p>identification (ID) cards, including Volunteer and Temporary ID cards; maintains the Expiring ID Card Report and Volunteer/Temporary folders and database. Responsible for the Concealed Weapon ID process. Performs Live Scan fingerprinting for new employees.</p> <p>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. Attend bi-monthly department staff meeting. Attend a combination of 40 hours In-Service Training/On-The-Job Training annually.</p>
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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.

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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NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B; or, two years of experience in typing and clerical work. (Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.)

LANGUAGE SKILLS: Ability to spell correctly; use good English; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; follow oral and written directions; read and write English at a level required for successful job performance; and communicate effectively.

MATHEMATICAL SKILLS: Ability to make arithmetical computations of medium level of difficulty; ability to add, subtract, multiply, and divide all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to evaluate situations accurately and take effective action; compile clear and comprehensive reports; deal tactfully with a wide range of inquiries; and apply specific laws, rules, and office policies and procedures.

CERTIFICATES, LICENSES, REGISTRATIONS: Typing Certificate.

OTHER SKILLS AND ABILITIES: Ability to perform difficult clerical work; operate various office machines; type at a speed of not less than 40 words per minute from manuscript, Dictaphone, printed or typewritten material; extrapolate information from various

documents; consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks; and to maintain regular attendance and be punctual.

OTHER QUALIFICATIONS: Knowledge of modern office methods, supplies and equipment; business English and correspondence; and principles of effective training.

SPECIAL PERSONAL CHARACTERISTIC: A demonstrated interest in assuming increasing responsibility.

ADDITIONAL DESIRABLE QUALIFICATION: Education equivalent to completion of the twelfth grade.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Occasionally - stands for periods of time to file/refile, at the copy machine, and other office machines.

Walking: Occasionally - has to walk approximately 8 feet to use the copier, fax machine, and shredder.

Sitting: Constantly - at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Frequently - lifts files weighing a few ounces and rarely files weighing up to three pounds.

Carrying: Frequently - this activity can be considered to require the same physical demands as lifting.

Stooping/Bending/Kneeling/Crouching: Occasionally - stretches, stoops/bends, kneels, crouches to pull/refile documents from the lower shelves in filing cabinets.

Reaching in Front of Body: Frequently - will be utilizing a keyboard and reaching for items such as the telephone and files.

Reaching Overhead: Occasionally - reaches overhead to retrieve files from the top shelf of the file cabinet.

Climbing: Occasionally - Climbs when using the step stool to reach files or forms. Climbs steps throughout the institution during performance of regular work responsibilities.

Balancing: Occasionally - Balances when using the step stool.

Pushing/Pulling: Occasionally - has to push/pull to open file drawers and desk drawers, as well as the typewriter to use it.

Fine Finger Dexterity: Constantly - will use fine-finger dexterity to write information onto documents and to type information into the computer.

Hand/Wrist Movement: Constantly - uses hands and wrists in the handling of documents and files.

Crawling: N/A

Driving: N/A

Sight/Hearing/Speech: Adequate vision and hearing, as well as the ability to speak clearly, are required to effectively perform the essential job duties. The OT will frequently use hearing and speech to interface with institutional staff and attorneys.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The OT works in an office with other workers of the Personnel department. Each worker has their own desk area and computer. Some computers are accessed by all of the workers. All office areas have florescent lighting, and thermostatically controlled environment, with linoleum-covered flooring.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The OT utilizes a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, and the usual office supplies.

COMMENTS: Work hours are 0600-1600, Monday through Friday, depending on operational needs.

Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.