

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) 030-261-9993-902		MCR / HCR 1
DIVISION / UNIT Human Resources		CLASSIFICATION TITLE Mechanical and Technical Occupational Trainee (MTOT)		
		WORKING TITLE Mechanical and Technical Occupational Trainee (MTOT)		
		TIME BASE / TENURE R11	CBID	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 9/1/2023	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				
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 Under close supervision, in a trainee capacity, to receive on-the- job instruction and perform unskilled or semiskilled work in a mechanical or technical occupation; and to do other related work. Mechanical and Technical Occupational Trainee is a non-testing temporary appointment class. It is designed to provide persons an opportunity to develop skills which will facilitate their permanent entry into State service. Employment in positions in the class may be for a period not exceeding nine months. Typically, entry-level classes in the mechanical and technical occupations require successful completion of a formal training program. The Mechanical and Technical Occupational Trainee class provides an alternative means by which a person may gain qualifying on-the-job training and work experience in lieu of formal training. Some of the occupational areas in which Mechanical and Technical Occupational Trainees are used include data processing; automotive maintenance; telecommunications; conservation and research; agricultural or other inspections; laboratory and land surveys.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under close supervision of the Staff Services Manager II or the Transaction Staff Services Manager I, the incumbent will perform a variety of clerical duties, providing administrative support and excellent customer service to a wide variety of people in a team environment. The incumbent uses a computer and related word processing, spreadsheets, and database applications to perform various tasks. Typical duties include the following:				
ESSENTIAL FUNCTIONS				
% 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%	Provides assistance to the HR office by receiving and screening visitors, answering incoming phone calls, greeting customers, answering various questions and/or referring customers to the appropriate person or team. Processing incoming and outgoing mail by categorizing, date stamping, and routing materials to appropriate staff. Managing group email inboxes and disseminates and/or responds to inquiries.			

030-261-9993-902

30%	Maintains office documents such as new employee on-boarding packets, assignment rosters, phone lists, etc. Performs miscellaneous clerical functions such as photocopying, scanning, filing, courier service, facsimile, etc. Utilizes software programs such as Microsoft Office Suite or Adobe Suite to compose, edit, redact, documents and files. Checks fax machines within office; deliver fax documents to appropriate personnel staff.
20%	Provides assistance in maintaining management’s calendars and resolve scheduling conflicts. Assists in researching, preparing, and compiling background information and material for meetings and in coordinating meetings. Schedules appointments for ID renewals, interviews, and live scans.
10%	Participates in on-the-job and/or formal training programs, assists in the gathering, completion and analysis of data. Completes special projects at the direction of the supervising manager, including, but not limited to coordination or annual forms, assisting analysts in the completion of daily tasks, maintaining confidential documents, and filing. Assists managers with onboarding and exiting employee processes including IT remedy tickets, key card access requests, coordinator notifications, etc.
10%	Supports HR staff with a variety of special projects such as monitoring and maintaining office supplies, reproducing and distributing various materials such as letters, memos, bulletins, and confidential information; some of which may require assembly, stapling, and/or three-hole punching.

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
-------------------------	----------------------	------

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
---------------------------	------------------------	------



State of California
Department of Corrections and Rehabilitation
Office of Business Services

Duty Statement

Rev. 8/28/23

Incumbent:	Location: Richard J. Donovan Corr. Facility
Section/Unit: Business Services/ EEO	Classification: Mechanical and Technical Occupational Trainee
Position Number (s): 030-261-9993-902	Supervised By: Correctional Business Manager I

The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

Under close supervision of the Correctional Business Manager I, the incumbent will perform a variety of clerical duties, providing excellent customer service to a wide variety of people in a team environment. Typical duties include the following:

ESSENTIAL FUNCTIONS

- 30% Provides assistance to the Office of Business Services support Staff by answering incoming phone calls, greeting customers, answering various questions and/or referring customers to the appropriate staff person. Assists the Equal Employment Opportunity Coordinator with with maintaining confidential documents, filing, and updates to the local EEO tracking sheet. Participates in on-the-job and/or formal training programs, assists in the gathering, completing and analysis of data
- 30% Processes incoming and outgoing mail by date stamping, categorizing, and/or routing materials to appropriate staff. Check fax machines within office; deliver fax documents to appropriate staff.
- 30% Assists with a variety of special projects. Acts as back up to support staff on various assignments such as compiling statewide data.
- 10% Clerical tasks consisting of reproduction and distribution of various materials such as letters, memos, bulletins, and confidential information some of which may require assembly, stapling, and/or three-hole punching; and perform other duties as required.

