

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Calipatria State Prison (CAL) - DAI		POSITION NUMBER (Agency-Unit-Class-Serial) 178-261-9993-902		MCR / HCR D / 1
DIVISION / UNIT Business Services		CLASSIFICATION TITLE Mechanical & Technical Occupational Trainee		
		WORKING TITLE Mechanical & Technical Occupational Trainee		
		TIME BASE / TENURE TAU/INT	CBID R11	WWG 2
LOCATION Imperial County		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

Strive to enhance the safety and wellness of our staff, community, and incarcerated persons for which we are responsible, while providing quality health care and meaningful rehabilitation.

GENERAL STATEMENT

Under close supervision of the Correctional Business 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:

% 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 with Business Services 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.
30%	Maintains office documents such as miscellaneous clerical functions such as photocopying, answering phones, 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. May be subject to help other departments within Business Services.
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.
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 assisting Office Technician in the completion of daily tasks, maintaining confidential documents, and filing. Assists other departments within Business Services.
10%	Supports 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.

- 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.
- **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

- **QUALIFICATIONS:** Demonstrate ability to learn and safely perform unskilled or semiskilled work in a mechanical or technical occupation and to read basic English at a level necessary for successful participation in one-the-job training and work assignments.
- **LANGUAGE SKILLS:** Ability to read and comprehend Personnel instructions and memoranda. Ability to effectively present information one-on-one to other employees. Ability to spell correctly; use good English; follow oral and written directions; read and write English at a level required for successful job performance.
- **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide using whole numbers and common fractions.
- **REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in oral or written form. Ability to evaluate situations and take effective action.
- **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, 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.
- **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 the 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: Frequently - stands while assisting staff at the Personnel counter, filing, or photocopying.

Walking: Frequently - walks back and forth to the Personnel counter (about 10 feet), several feet to other phones, and occasionally to other offices in the Administration Building.

Sitting: Frequently - sits at a desk at least one-third of the day. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally - lifts stacks of paperwork, stacks of forms, or other paper weighing up to 5-10 pounds.

Carrying: Occasionally - carrying above noted items.

Bending/Stooping: Occasionally - bends or stoops when retrieving forms or handling files stored on lower shelves.

Reaching in Front of Body: Constantly - reaches forward when operating a computer, answering phones, retrieving or replacing files, obtaining forms, and assisting people at the Personnel counter.

Reaching Overhead: Occasionally - reaches overhead to retrieve files stored on top shelves.

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 - pushes/pulls when replacing or retrieving files from vertical file cabinets.

Kneeling/Crouching: Occasionally - may kneel to reach lower shelves.

Crawling: N/A

Fine Finger Dexterity: Constantly - utilizes fine-finger dexterity when sorting through paper, inputting information to the computer, operating a 10 key calculator, or filling out forms.

Hand/Wrist Movement: Constantly - uses hands and wrists when filing, photocopying, alphabetizing, folding papers, answering phones, or operating a computer.

Hearing/Speech/Sight: Necessary to operate a computer, answer phones, communicate with co-workers and staff seeking assistance at the Personnel counter.

- **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. Most work is accomplished in an office area that is thermostatically controlled with linoleum-covered floors.
- **MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Computer, printer, telephone, vertical filing cabinets, copy machines, 10-key calculator, shredder, fax machine and scanner.

- **COMMENTS:** Work hours may vary; however, are normally Monday through Friday 8:00 AM – 4:30 PM with a 30-minute lunch.
- 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.

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