

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations		POSITION NUMBER (Agency-Unit-Class-Serial) 061-016-9929-200		MCR / HCR
DIVISION / UNIT Warrants Unit (24/7 Operation)		CLASSIFICATION TITLE Program Technician III		
		WORKING TITLE		
		TIME BASE / TENURE Perm/FT	CBID R04	WWG
LOCATION Sacramento County		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 YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.				
GENERAL STATEMENT				
Under the general supervision of the Supervising Program Technician III, the Program Technician III performs the most difficult and complex duties and decisions. Retrieves information from various computer systems; including California Law Enforcement Telecommunications System (CLETS), Strategic Offender Management System (SOMS), Parole Violation Disposition Tracking System (PVDTs), and others. Interprets and applies laws, rules, regulations, policies, and terminology unique to the California Department of Corrections and Rehabilitation (CDCR), Department of Justice, and the law enforcement field. The employee is the expert resource person in the unit and acts as consultant to other units and entities. Acts as a liaison with the Department of Justice (DOJ), Federal Bureau of Investigation (FBI), Board of Prison Hearings (BPH), Division of Adult Parole Operations (DAPO), and law enforcement agencies. The employee must work well under pressure and communicate effectively with tact and good judgment to relay the information and handle the reporting or processing of potential problems/crises such as escapes, riots, disturbances, homicides, and other various situations.				
% 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.			
25%	Performs the more complex and difficult duties and decisions. Acts as an expert resource person to unit staff, departmental staff, and law enforcement agencies, providing interpretation of the California laws, rules, regulations, and policies pertaining to the access and release of criminal information maintained by the CDCR. Acts as liaison between law enforcement agencies, parole regions, parole units, and institutions to resolve issues regarding inmates/parolees. Acts a lead in the absence of the Supervising Program Technician III.			
25%	Assists with the maintenance and control of the CLETS operations as it pertains to the unit; including, training, and access. Conducts training as required by CLETS and the National Crime Information Center (NCIC). Keeps abreast of new rules and regulations regarding CLETS and informs management. Formulates procedures to implement new rules and regulations. Responsible for NCIC and CLETS regulatory and procedural compliance. Responsible for the integrity of the Wanted Person System by identifying, developing, and overseeing the ongoing			

061-016-9929-200

	<p>programs and verification of the quality of the warrants system, and a quality assurance and tracking system for the warrant process.</p>
<p>25%</p>	<p>Acts as DAPO liaison with the Department of Justice, Federal Bureau of Investigation, BPT, NAEA, DAPO field staff, and the Division of Adult Institutions. Reviews all policy and procedures that emanate from the above agencies and initiates changes to the Warrants Unit's procedures as required necessary. Explains the requirements of the warrants process to extradition officers in other states and California Parole Agents.</p>
<p>20%</p>	<p>Provides training to staff, parole agents and field staff, and other staff as necessary pertaining to specific laws, rules, and office policies and procedures related to the Warrants Unit's operations through on-the-job training or outside sources. Reviews and ensures the Warrants Unit's training manuals and resources are updated and maintained. Ensures intranet resources are available and staff have access to materials. Responsible for hiring, onboarding, and training for all staff in the Warrants Unit.</p>
<p>5%</p>	<p>Attends trainings and unit meetings. Performs other duties as deemed necessary.</p>

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.

<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>
--------------------------------	-----------------------------	-------------

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.

<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
----------------------------------	-------------------------------	-------------