CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION PROPOSED

POSITION DUTY STATEMENT

CURRENT

X

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM**  Division of Adult Parole Operations (DAPO)  Northern Region | | | **POSITION NUMBER (Agency-Unit-Class-Serial)**  061-157-9927-206 | | | | | **MCR / HCR**  1 |
| **DIVISION / UNIT**  Support Services | | | **CLASSIFICATION TITLE**  PROGRAM TECHNICIAN | | | | | |
| **WORKING TITLE**  PROGRAM TECHNICIAN | | | | | |
| **TIME BASE / TENURE**  LT/FT | **CBID**  R04 | **WWG**  2 | | **COI**  Yes No | |
| **LOCATION**  Sacramento | | | **INCUMBENT** | | | **EFFECTIVE DATE** | | |
| **CDCR’S 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. | | | | | | | | |
| **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** | | | | | | | | |
| 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 close supervision of the Staff Services Manager I, the Program Technician I (PT) provides clerical support services to the Personnel and Return to Work units. Using a personal computer, the incumbent is responsible for the following duties: | | | | | | | | |
| **% 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%  30%  20%  10%  5% | **ESSENTIAL FUNCTIONS**  **MISCELLANEOUS**   * Assists Support Services, specifically the Personnel and Return to Work analysts and Office Technician. * Assist in processing initial and renewal applications for Endorsement to Carry Concealed or Loaded Firearm. * Live scan new employees, contractors, and retirees, for Federal Bureau of Investigation and Department of Justice clearances. * Assist in conducting Equal Employment Opportunity (EEO)/Employee Relations Officer (ERO) checks for clearances. * Send documents via docusign for approval and signatures. * Exercises independent judgement and initiative in preparing various reports, forms, memorandums, and correspondence in accordance with general guidelines. * Performs photocopying, scanning, faxing, filing reports and other miscellaneous documents. * Responsible for maintaining tracking systems and correspondence.   **RECEPTION**   * Assist the public reception front counter. * Answer, screen, assists or transfer incoming telephone calls. * Using Strategic Offender Management System, provide information to callers in response to inquiries for inmate/parolee data. * Distribute Visitor badges and monitors the front counter sign-in sheet.   **INCOMING MAIL**   * Date stamp incoming mail and distribute to appropriate staff. * Place outgoing mail into appropriate area for pick-up.   **MARGINAL FUNCTIONS**   * Perform administrative duties including but not limited to adhere to Department Policies, rules, and procedures. Assist other Support Services areas and perform other duties as deemed necessary. | | | | | | | |
| **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 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** | | |
| **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** | | |