

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA CORRECTIONAL INSTITUTION		POSITION NUMBER (Agency-Unit-Class-Serial) 054-234-1318-001		MCR / HCR
DIVISION / UNIT ADULT INSTITUTIONS/HIGH SECURITY MALES		CLASSIFICATION TITLE LIBRARY TECHNICAL ASSISTANT (SAFETY)		
		WORKING TITLE Library Technical Assistant		
		TIME BASE / TENURE Full-time/ Permanent	CBID R04	WWG 2
LOCATION TEHACHAPI		INCUMBENT		EFFECTIVE DATE 09/01/2022
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				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS				
The High Security Mission (Males) provides safe and secure housing for the most violent and dangerous male offenders, while: <ol style="list-style-type: none"> 1. Providing opportunities for these inmates to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and 2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs. 				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS				
Under the supervision of the Supervisor of Correctional Education Program (SCEP) or Educational Administrator designee, and functional lead of the Senior Librarian (CF) or Librarian (CF) when applicable, the Library Technical Assistant (LTA) (Safety) will perform the following duties in accordance with the State Personnel Board classification specification within the Institution's Legal or General Library collections. These duties may be performed in a library that is staffed by a Senior librarian or Librarian, or the LTA may facilitate inmate access to libraries by performing these duties in a satellite library without continuous active supervision from an education administrator, a Senior Librarian or Librarian. The LTA will perform all duties in accordance with Departmental regulations and policies that have been established for library operations. If circumstances arise that are not covered by existing regulations or policy the LTA will seek direction from the appropriate supervisor.				
% 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.			
	DUTIES			
30%	Provide direct supervision of inmate clerks and inmates utilizing their assigned library in order to provide the inmates with their required access and to maintain institutional safety and security. Perform and/or monitor inmate clerks in the tasks associated with book circulation, catalog classification, upkeep, maintenance and inventory of library material, which includes but is not limited to, delivering books and materials to the inmates in various housing units.			
20%	Maintain accurate records of inmate library use and access which includes but is not limited to, records of legal materials requested and or delivered to an inmate, and records of time periods inmates are given to access the legal material and to conduct legal research.			
20%	Pull text, photocopy requested information and deliver case law requested by inmates utilizing the institution's paging process in order to fulfill the mandated requirements of inmate access to the courts when an inmate is			

	physically unable to access the material. Identify and pull requested source material based on the complete information provided by the inmate, or return the inmate's request if there is not sufficient information to identify the requested material.
20%	Provide training, instruction and evaluation to inmate clerks and inmates on basic library resources and procedures. This may include but is not limited to how to find case law, how to utilize the library cataloging system, how to utilize reference material and how to check out and return library materials.
5%	Provide recommendations and documentation of facts and events to staff responding to inmate appeals based on the LTA involvement with the event in question as needed. Provide recommendations to supervisors on how to improve the overall effectiveness of the library system when requested.
5%	MARGINAL FUNCTIONS 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. Attending training and or staff meetings.

ESSENTIAL FUNCTIONS

In addition to the above duties the LTA (Safety) must possess and demonstrate the following:

Knowledge and Abilities:

Knowledge of: Elementary principles of professional library work and use of standard library tools; classification and cataloging techniques employed in fiction materials and pre-cataloging techniques employed in nonfiction materials; library practices and procedures; data processing and research techniques related to library work; and library materials, including governmental publications, pamphlets, newspapers, manuscripts, and periodicals.

INMATE SUPERVISORY RESPONSIBILITIES: Provides direct supervision of inmates in law library and provides sight supervision of all nearby inmates. Performs on a daily basis, frequent, unannounced, random checks of inmate areas to identify any security risks and deter sexual misconduct.

SUPERVISORY RESPONSIBILITIES: None.

LANGUAGE SKILLS AND MATHEMATICAL SKILLS: Ability to speak and write effectively and to work with mathematical concepts such as fractions, percentages, ratios, and proportions.

REASONING ABILITY: Ability to plan, organize, direct, and evaluate the work of professional and clerical personnel; assume leadership and apply creativity in the formulation of needed changes in method and procedures; apply professional knowledge to the practical problems of the job; establish and maintain cooperative relationships with library users, co-workers, supervisors, and others contacted during the course of work; analyze situations accurately and take effective action.

OTHER QUALIFICATIONS: Knowledge of principles, trends, and practices of professional library work; modern library methods, techniques, and terminology; standard reference materials, library tools, guides, and indexes; library purposes, trends, and organization; complex bibliographical terminology; subject fields and California government, geography, and libraries; and principles and practices of supervision.

SPECIAL PERSONAL REQUIREMENTS

All incumbents must exhibit orderliness, tact, and neatness, and demonstrate an interest in library work and in assuming increasing responsibility. Incumbents must be willing to work with the resident population of a State correctional facility.

SPECIAL PHYSICAL CHARACTERISTICS

Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, inmates/wards, or the public. Assignments during tour of duty may include sole responsibility for the supervision of inmates/wards and/or protection of personal and real property.

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PHYSICAL DEMANDS: The physical demands described here are representative of this 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.

Amount of time of workday individuals will use for physical demands may be accounted for as:

Constantly: Involves 2/3 or more of 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 - the individual will stand to instruct inmates, demonstrate, photocopy, or observe inmates and complete custody functions as necessary.

Walking: Frequently - the individual will walk to move within the institution and work site, observe and supervise inmates, move library materials or equipment, and assist in safety or custody concerns.

Sitting: Frequently - the individual will sit to instruct inmates, attend meetings, operate a computer or typewriter, use a telephone, attend off site conferences, and complete library records and documents.

Lifting: Frequently - the individual will lift library materials and supplies, cases of copy paper, documents and records, mail, and library equipment.

Carrying: Frequently – the individual will carry library materials and supplies, documents and records, mail, and library equipment.

Bending/Stooping: Occasionally - the individual will stoop and/or bend to talk with inmates, search for contraband, or move library materials or equipment.

Reaching in Front of Body: Frequently - the individual will reach with hands and arms to handle library materials and equipment, search for contraband, drive a vehicle, and process records and documents.

Reaching Overhead: Occasionally – to reach items stored on the top shelves in the storage area and to write on whiteboard.

Climbing: Occasionally - the individual will climb up stairs or inclines.

Balancing: N / A

Pushing/Pulling: Constantly - the individual will push and pull library equipment, file drawers, desk drawers, and library materials.

Kneeling: Occasionally - the individual will kneel to observe inmates, obtain library books and materials, and search for contraband.

Crouching: Occasionally - the individual will crouch to avail themselves of a better view to observe inmates in the law library.

Fine Finger Dexterity: Constantly – the individual will use hands to finger, handle, and feel library materials, inmate papers, state records and documents, computers, computer disks, keyboards, typewriters, and library equipment.

Hand/Wrist Movement: Constantly – to handle paperwork, books, educational equipment and supplies; write; load and push dollies; operate a computer, typewriter, and photocopier; open and close drawers; and search for contraband.

Driving Cars/Trucks/Forklift or Other Moving Equipment: Occasionally – to take a state vehicle to conferences and training; and to drive a truck to the warehouse to obtain supplies.

Speech: Constantly - the individual will talk to inmates, custody, staff, and supervisors.

Hearing: Constantly - the individual will use hearing in dealing with inmates, custody, staff, equipment, and supervisors.

Visual Acuity: NEAR-Constantly the individual will see records and documents, inmates, computer keyboard and monitor, and library materials. FAR-Constantly the individual will see the library and its inanimate contents, inmates, library materials and equipment, and sight supervise all nearby inmates.

Smelling: Occasionally - the individual will smell airborne scents for the safety and security of the institution.

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.

For these individuals, the frequency of on-the-job time spent in exposure to the environmental conditions listed. Individual may be “exposed to,” “works in,” “works with,” or “works near”

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

Fumes or Airborne Particles, etc.: Occasionally - the individual works near fumes or airborne particles in the cell blocks or when construction/repair is being effected.

Outdoor Weather Conditions: Occasionally - the individual will be exposed to outdoor weather conditions upon entry or egress from facility, moving materials between facilities, or walking between facilities.

Risks of Electrical Shock: Occasionally - the individual works with risk of electrical shock from computers, computer printers, library equipment or extension cords.

Toxic or Caustic Chemicals: Occasionally - the individual is exposed to toxic or caustic chemicals used for cleaning or painting the facility.

Wet or Humid Conditions: Occasionally - the individual will be exposed to wet or humid conditions due to evaporative coolers, steam leaks, rain, or water leaks.

Temperature Extremes: Occasionally - the individual works in temperature extremes of heat or cold in the facilities.

Working Surfaces: Occasionally - the individual will be exposed to working surfaces like concrete inclines, asphalt inclines, or uneven ground.

Noise or Vibration: Occasionally – the individual is exposed to moderate equipment and background noise.

Work in High Precarious Places: N / A

Work Near Moving Mechanical Parts: N / A

Blood-borne Pathogens: Occasionally - the individual will be exposed to blood-borne pathogens when responding to provide first aid or during an altercation between inmates.

Noise: Occasionally - exposed to moderate equipment and background noise.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS: The individual will typically use: computers, computer printers, computer software, copy machines, typewriters, keys and locks, whistles, library materials (e.g. books, paper, pencils,) office equipment, office furniture, telephones, security alarms, desks, tables, chairs, fire extinguishers, hand carts, and shelving units.

COMMENTS: The individual will work a straight eight (8) hours from 0800 to 1600 hours, Monday through Friday.

One or more inmate workers may be utilized in the performance of the physical demands of the position; however, the employee must be able to meet the physical demands as described because inmate workers are not always available. Due to security requirements, inmates are not permitted to work on the loading area below the dock. Also, inmate workers are not available during the periods of lockdown or times of institutional emergencies.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and by observation of duties as performed.

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.

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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