

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) 030-216-1139-850		MCR / HCR 1
DIVISION / UNIT Business Services Division Plant Operations Department		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE	CBID R04	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 4/1/2023	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 This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees. Positions allocated to this special area are distinguished from other clerical classes by being regularly required to perform typing duties as an essential part of the job which may include any combination of the general office duties listed in the "Definition of Series". Typically, typing encompasses a significant proportion of the work time.				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Correctional Plant Manager II, CF, the Office Technician (Typing) will provide services for the function of the institution's Plant Operations Department. Scheduled work hours are 0730 hours to 1530 hours with two (2) fifteen (15) minute rest periods. You scheduled days off are Saturday, Sunday and Holidays. It is a straight eight (8) hour shift. Rest periods will be staggered whereby other staff in the area will supervise inmates. The incumbent will not assume inmate supervision or other duties of this job assignment during rest periods. The incumbent may not leave the job site during rest periods unless otherwise directed by the immediate supervisor. Duties include but are not limited to 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.			
40%	Type all confidential memorandums utilizing the word processor as well as various and sundry letters for the Correctional Plant Manager I, CF.			

030-216-1139-850

35%	Type Performance Reports, Letters of Instruction and Investigative Reports leading to Letters of Instructions, Confidential Documents, Incident Reports, 602 Appeal Responses, Confidential 128As and 128Bs, CDC 115 Tracking System, Monthly Reports, Staff Meetings, Employee Counseling Reports plus any needed correspondence; ensure proper format, punctuation, grammar and necessary documentation is attached.
10%	Answer all incoming calls, directing them to the proper areas, taking messages and assisting in general information; distribute incoming/outgoing mail to appropriate staff; copy material as required.
10%	Establish and maintain a "TIC" file system for tracking projects and assignments given to staff by the Correctional Plant Manager I, CF, such a Performance Reports, Monthly Statistical Reports, Incident Reports, CDC-115s, Memorandums, as well as letters for the Warden’s signature. Maintain attendance records for the Correctional Plant Manager I, CF.
05%	Order all supplies for the Plant Operations Department. Maintain and update the Departmental Operations Manuals, Director’s Rules and Administrative Bulletin Manual. Make travel arrangements, and other related duties as required. When utilizing sensitive or confidential information, staff shall ensure that the information is not within view of other persons or inmates. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive or personal information into the work place from outside of the institution. The incumbent is responsible for supervising three (3) inmates, including reviewing their performance, proofing all paperwork generated from the Facility Office produced by staff and all Inmate Clerks assigned to the office (115s, 128As, and B’s, and ensuring proper format is set, punctuation, grammar and necessary documents attached, etc.). The incumbent must review every work assignment given to Inmate Clerks, as needed, and prepare Inmate Time Cards on a monthly basis for those supervised. In the event an inmate under the incumbent’s supervision fails to report to their assignment within 10-15 minutes, they will contact the respective Housing Unit and/or Work Change Officers to determine the whereabouts of the inmate. The incumbent is responsible for conducting random and unscheduled inspections of inmate work areas for potential escape material and contraband.

SPECIAL REQUIREMENTS		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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:		
<ul style="list-style-type: none"> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i> 		
EMPLOYEE’S NAME (Print)	EMPLOYEE’S SIGNATURE	DATE
SUPERVISOR’S STATEMENT:		
<ul style="list-style-type: none"> <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i> 		
SUPERVISOR’S NAME (Print)	SUPERVISOR’S SIGNATURE	DATE

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) 030-261-1139-808		MCR / HCR 1
DIVISION / UNIT Institution – Administration Chief Deputy Warden’s Office		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE R04	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 1/1/2024	INCUMBENT		EFFECTIVE DATE

CDCR’S MISSION and VISION

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

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

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DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

This is the advanced journey-level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Chief Deputy Warden, the Office Technician (Typing) provides staff assistance and secretarial support services on Institutional/Departmental matters regarding a variety of complex issues. The majority of these duties are carried out independently, utilizing a high level of initiative and sound decision-making and analytical skills.

% 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%	Compiles, collects, assembles, and provides research on information, publications, procedures, and resource documents for use by the Chief Deputy Warden. Type, proofread, and edit reports for accuracy and duplicate as needed. Prepare correspondence for mailing (i.e., First Class Mail; Certified Mail; Overnight Express Mail; facsimiles, email, etc.).
20%	Acts as liaison between the Chief Deputy Warden and the executive institutional staff regarding incidents and administrative matters.

030-261-1139-801

20%	Responds to, screens, and/or redirects correspondence and telephone calls from Headquarters, legislators, the public, departmental administrators, other institutions, and community agencies relating to institutional operations.
15%	Provides independent analytical determination as to what requires direct and/or immediate attention from the Chief Deputy Warden. Reviews and analyzes incoming documents.
10%	Prepares all reports and correspondence for the Chief Deputy Warden’s signature. Responsible for timekeeping and makes all travel arrangements for the Chief Deputy Warden.
05%	Attend In-Service Training classes; perform other related duties as required.

SPECIAL REQUIREMENT – OFFICE ASSISTANT/TECHNICIAN (TYPING)
 Ability to: type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

This position has direct and primary supervision of inmate workers, including holding work cards, calling in the out count, assigning work, reviewing performance, writing disciplinary paperwork as required, submitting time-cards and pay sheets, and providing comprehensive training on work expectations and safety measures.

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

- Example: 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
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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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