

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM San Quentin Rehabilitation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 065-113-1139-023		MCR / HCR 1
DIVISION / UNIT Division of Rehabilitative Programs Office of Program Operations		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION Marin County	INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION				
<p>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.</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				
Under general direction of the Correctional Counselor (CCIII)/Rehabilitative Program Operator (PO), in the Division of Rehabilitative Programs (DRP), Program Operations, the Office Technician (OT) independently performs both routine and complex clerical functions for the California Department of Corrections and Rehabilitation (CDCR) Rehabilitative Services program.				
GENERAL STATEMENT				
The DRP OT, assists the DRP CCIII and PSA, in entering participant attendance and milestones into SOMS, completes reports/inventories, and other assignments as necessary. The DRP OT also provides support to the contract counselors.				
% 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%	Provides clerical support to the Rehabilitative staff which includes: typing and proofreading memoranda, letters, and reports from handwritten, dictated or originally typed documents and placing them in a final format consistent with styles and procedures used by CDCR; photocopying or arranging for mass printing of materials; distribution of materials through various mail delivery systems and hand-delivery; maintaining filing systems; and tracking of controlled correspondence and other assignments to ensure timely completion.			
25%	Tracks offender attendance and schedule offenders for classes as directed by the CCIII. Assist in the tracking and scheduling of offenders for the California Identification (CAL ID) Program.			
15%	Assists with maintaining the rehabilitative program waiting lists utilizing the inmate enrollment eligibility database. Assist in maintaining a list of those inmates in the eligibility database who require a COMPAS assessment.			
10%	Provides support for reception and communications within the Rehabilitative Programs including screenings and directing telephone calls, visitors and mail.			

065-113-1139-023

5%	Arranges meetings, conferences, and travel: makes travel arrangements including transportation and lodging accommodations, prepares agenda, sets up the meeting location and records, prepares and distributes the meeting proceedings.
5%	Supports other office functions such as updating office listings; ordering supplies and maintaining the supply cabinet, processing gate clearances and coordinating guest speakers. Assist other staff when directed by immediate supervisor.
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.

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 may result in programming delays and misuse of departmental resources. Such delays can result in decreased Milestone Completion Credits, Educational Merit Credits, or other Achievement Credits that will delay the release/parole of our incarcerated population.

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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