

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Headquarters		POSITION NUMBER (Agency-Unit-Class-Serial)		MCR / HCR	
DIVISION / UNIT Division of Administrative Services Office of Employee Health Management		CLASSIFICATION TITLE Mechanical and Technical Occupational Trainee			
		WORKING TITLE Mechanical and Technical Occupational Trainee			
		TIME BASE / TENURE PT/Temp.	CBID	WWG	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION 9838 Old Placerville Road, Sacramento, CA 95811		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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Office of Employee Health Management (OEHM) works collaboratively with statewide stakeholders to assist with Workers' Compensation, FMLA, Non-industrial Disability, Health and Safety (H&S), and Substance Abuse Testing policy and administration. The Health and Safety Unit addresses communicable diseases Statewide, develops and distributes educational material on injury and illness prevention and is the key Department contact with California Correctional Health Care Services on all occupational and public health issues that cross Departmental or inmate/staff lines. Additionally, the Health and Safety Unit is a one stop shop for all Health and Safety issues for Headquarters to ensure compliance with the California Code of Regulations, Title 8 Cal/OSHA program regulations.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under close supervision of the Staff Services Manager I, the incumbent will perform a variety of clerical duties including providing excellent customer service to a wide variety of people in a team environment in person and virtually. The incumbent uses a computer and related Microsoft Office Suite products, spreadsheets, and database applications to perform various tasks.					
% 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.			
50%		Assists the OEHM program with a variety of special projects. Maintains the OEHM support email inbox and disseminates and or responds to inquiries. Processes incoming and outgoing mail by date stamping, categorizing, and or routing materials to appropriate staff. Check fax machines within office; deliver fax documents to appropriate personnel staff. Reproduces and distributes various materials such as letters, memorandums, bulletins, and confidential information some of which may require assembly, stapling, and or three-hole punching; and perform other duties as required. Performs miscellaneous clerical functions such as photocopying, scanning, filing, courier service, and facsimile.			

35%	Participates in on-the-job and or formal training programs. Assists in the gathering, completing and analysis of data. Provides assistance to OEHM by answering incoming emails, answering various questions and or referring customers to the appropriate staff.
10%	Acts as support to managers, supervisors, and analysts on various assignments such as supply inventory, Information Technology (IT) Service Catalog “Remedy” tickets, and mailing packages to telework staff. Maintains office documents such as handbooks, assignment rosters, phone lists, seating charts, and evacuation rosters. Assists managers with onboarding and exiting employees to include submitting Remedy tickets, building access requests, and coordinator notifications.

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.*

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