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| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** | | | | | |  | PROPOSED | | |
| POSITION DUTY STATEMENT | | |  | | | | | | |
|  | | |  | | | X | CURRENT | | |
|  | | |  | | | | | | |
| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | | | **POSITION NUMBER (Agency-Unit-Class-Serial)** | | | | | | **MCR / HCR** |
| Pleasant Valley State Prison | | | 435-210-1379-803 (IWSP) | | | | | | 2 |
| **DIVISION / UNIT** | | | **CLASSIFICATION TITLE** | | | | | | |
| Division of Adult Institutions | | | Office Assistant (T) | | | | | | |
| **WORKING TITLE** | | | | | | |
| Facility A Office Assistant (OA) | | | | | | |
| **TIME BASE / TENURE** | **CBID** | **WWG** | | | **COI** | |
| FT | R04 | 1 | | | Yes  No | |
| **LOCATION** | | | **INCUMBENT** | | | **EFFECTIVE DATE** | | | |
| Facility A | | | VACANT | | |  | | | |
| **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** | | | | | | | | | |
| 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 the direct supervision of the Captain, AI, Facility A, the OA, performs a wide range of the clerical duties, exercising good judgment, and communicate effectively. | | | | | | | | | |
| **GENERAL STATEMENT** | | | | | | | | | |
| Under the direct supervision of the Captain, AI, Facility A, the OA performs a wide range of clerical duties and supervised inmate clerk/porter in the Program Office. Duties performed under the OA (T) classification level is required to be observed/monitored by the Captain (or designee), and presented for review, prior to final completion or dissemination. | | | | | | | | | |
| **% 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%  40%  20% | Upon thorough training and daily routine duties/tasks, will type memorandums, chronos, confidential reports/letters, and grievances for the Captain, AI, Facility A, Correctional Counselor II, Correctional Counselor I’s, Correctional Lieutenant, and Correctional Sergeant. Responsible to proofread and type various memorandums, chronos, legal, and non-legal documents, staff evaluation reports, closure reports, incident packages, and other designated projects for staff. Types correspondence letters and memorandums for the Warden’s, Chief Deputy Warden’s, and Correctional Administrator’s review/signature, felony referral letters, staff performance reports, post orders for Facility A, and other reports as directed. Provides secretarial coverage for the Correctional Administrator, Complex I, and Facility A, in the absence of the assigned OA. Provides training to new Office Assistants/Technicians. Handles all other job assignments as directed by the Captain, AI, Facility A. The OA is responsible to independently take initiative and oversee the office; ensuring required daily duties are completed thoroughly/accurately, and prioritized accordingly. The OA is responsible to evaluate the office work setting and determine the most productive work methods, in order to establish an efficient work environment.  Responsible for the direct supervision of inmate clerks in the program office. Completes daily inmate time sheets/cards, work performance reports, disseminates assignments to clerks, and proofreads typed reports for accuracy and completeness. Per Operations Procedure (OP) 904, Institutional Worker Supervision Pay (IWSP) Program, maintains an IWSP binder, providing required documents for the annual IWSP audit: Inmate Monthly Time log, Inmate duty Statement/Job Description, Inmate Work Performance Reports, On-the-Job Training records. The OA is the designated receptionist for the Program Office, and all housing units. Maintains a tickler file for all job assignments, grievance logs, incident report logs, closure report log, and other projects. Types confidential CDC 115, and Department Operations Manual and OP updates. Orders and distributes office supplies on a monthly basis for the Program Office and all housing units on Facility A. Conducts computer training to staff, when needed. Maintains an inventory of all office equipment on a monthly basis and calls for repairs.  Orders office furniture or special orders from outside vendors, when needed. Maintains the upkeep of all office equipment in the Program Office and all housing units. Pick-up and distribute mail for staff. Attends monthly secretarial meetings. Attend annual In Service Training, and performs any other duties as assigned by supervisory staff relative to prison needs. | | | | | | | | |
|  | 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** | | | | | | | | | |
| * 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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