

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations (DAPO)		POSITION NUMBER (Agency-Unit-Class-Serial) 061-157-9927-101		MCR / HCR
DIVISION / UNIT Division Training Unit – Northern Region		CLASSIFICATION TITLE Program Technician		
		WORKING TITLE Program Technician		
		TIME BASE / TENURE Perm/FT	CBID R04	WWG 2
LOCATION Sacramento		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 You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under close supervision of the Parole Agent III of the Division Training Unit, the Program Technician performs the following duties:				
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.			
45%	<p>ESSENTIAL FUNCTIONS</p> <p>Exercises independent judgment and initiative in the preparation of various parole reports, forms, letters, memorandums, and statistical reports in accordance with general guidelines; composes and types letters for Parole Agent II's and Parole Agent III's signature; types confidential documents; reviews information being submitted for accuracy and completeness; creates sessions and enters information in the Learning Management System (LMS); develops tracking and filing systems; and completes revisions on lesson plans and other documents as necessary</p>			
30%	File documents; access and enter data into various databases and software such as; Word, Excel, Access, SOMS, LMS, and ERMS; tracks training equipment, supplies, and miscellaneous items; initiates procurement orders for supplies and equipment; and resolves problems relating to delivery or acceptability of supplies/equipment.			
20%	Maintains the most sensitive confidential files; monitors compliance to record retention schedule and evaluates questionable material for future usefulness of prior to purging; provides functional guidance in training and assisting less experienced staff; reviews any incoming			
5%	Assist with special projects; perform other clerical support functions, as required.			
SPECIAL REQUIREMENTS				

061-157-9927-101

- 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