

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Health Care Facility (CHCF)		POSITION NUMBER (Agency-Unit-Class-Serial) 190-261-1139-918		MCR / HCR 1
DIVISION / UNIT  Division of Adult Institutions Personnel		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Timekeeper		
		TIME BASE / TENURE	CBID R04	WWG 2
LOCATION Stockton, CA		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> 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><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>				
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.				
<b>DIVISION OVERVIEW</b>				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Personnel Office at the California Health Care Facility is responsible for processing, coordinating and implementing Personnel policies and procedures related to payroll, benefits, return to work, and hiring and recruitment.				
<b>GENERAL STATEMENT</b>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Staff Services Manager I, and the direction of the Staff Services Manager II, the Office Technician (Typing) is the Custody Timekeeper (TK) of custodial employee's daily attendance via the Business Information System (BIS). The TK responds to inquiries in person, via email, or by phone, regarding time off, overtime worked, intermittent time, etc. The TK also provides clerical support to the Personnel SSMIII. This position requires the ability to evaluate situations accurately and take effective action. Utilize good judgment and communicate effectively with staff at all levels; ability to use tact and professionalism in dealing with sensitive attendance issues. The incumbent will prepare various reports for institution management and Personnel Management.				
<b>% of time performing duties</b>		<b>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.</b>		
<b>ESSENTIAL FUNCTIONS</b>				
35%	Audit watch sheets for custodial employees to verify and ensure completeness and identify discrepancies. Post attendance data into BIS including, but not limited to: overtime, shift, vacation, sick leave, compensating time off, holiday, etc. Audit Timesheet Summaries to identify and correct errors prior to submission to Personnel Specialist. Audit CDC 998A's timesheets to reconcile with FLSA timesheets. Reconcile time worked and monthly system print out. Completes the mirror image corrections on BIS and gives an updated time sheet to the specialist. Post attendance data into BIS for all custody posted positions.			
35%	Tracking outstanding CDC 998A's and prepare Accounts Receivable Notices. The TK is also responsible for sending a second notice by mail. The OT tracks this process until the A/R's are ready to be given to the specialist for dock. Respond to inquiries in person or by phone regarding time off, overtime worked, PIE time, etc. End of the month close out including; programming FLSA calculations, printing PIP's II form by pay number and social security number order and print timesheet summaries for all custodial employees. Generate various reports as requested by management which may include annual sick leave usage, overtime paid/worked, monthly/annual leave balance reports, vacancies, position counts, tickler reports, etc.			

20%	Distributes and creates tracking system of personnel appraisal and probationary reports for all institutional staff. Scribes meeting minutes and distributes to staff and stores in shared network. Prepares on the job training sign in sheets.
5%	Provide back-up for front desk personnel. Greets, screens, and interacts with visitors in a professional, courteous, and prompt manner. Answers and directs all phone calls to appropriate contact or other areas at CHCF. Sort, date stamp, and distribute all correspondence for distribution to all Personnel Staff and appropriate agency by the end of each day. Organize, order, and update materials, publications and manuals maintained in the reception area and PO. Utilize Outlook, coordinates scheduling the PO conference rooms and checks in all visitors and/or staff.
5%	Assist with a variety of personnel related special projects. Attend required in-service training annually. Perform additional clerical duties as required within the scope of the classification
	<p><b>Knowledge, Skills and Abilities:</b></p> <p><b>Knowledge of:</b> Knowledge of modern office methods, supplies and equipment; business English and correspondence; principles of effective training.</p> <p><b>Ability to:</b> Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance; maintain regular attendance and to be punctual.</p> <p><b>Special Personal Characteristics:</b> A demonstrated interest in assuming increasing responsibility.</p> <p><b>Language Skills:</b> Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform financial and statistical clerical work.</p> <p><b>Mathematical Skills:</b> Ability to make arithmetical calculations rapidly and accurately and to process and maintain accurate records</p> <p><b>Reasoning Ability:</b> Ability to draw logical conclusions, and apply departmental rules and regulations to specific instances.</p> <p><b>Other Skills and Abilities:</b> Work in a team setting.</p> <p><b>Physical Demands/Essential Functions:</b> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The following is a definition of the on-the-job time spent in physical activities:</p> <p>Constantly: Involves 2/3 or more of a workday Frequently: Involves 1/3 to 2/3 of workday Occasionally: Involves 1/3 or less of workday</p> <p><b>Standing:</b> Occasionally - may stand while utilizing the photocopier or providing instructions to staff.</p> <p><b>Walking:</b> Occasionally - may walk to a printer, a staff member's desk or various offices to discuss accounting issues.</p>

**Sitting:** Constantly - when using the computer terminal at the desk. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

**Lifting:** Occasionally - will lift paperwork and files weighing from zero to five pounds. He/she will occasionally lift binders weighing up to five pounds of information regarding regulations. Rarely, overhead lifting of approximately ten pounds of archive files will be necessary.

**Carrying:** Occasionally - will carry the above noted files and supplies for short distances within the office area.

**Stooping/Bending/Kneeling/Crouching:** Occasionally - when accessing forms under a counter, or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the calculator, to perform paperwork duties, or file documents.

**Reaching in Front of Body:** Frequently - to access a computer terminal, a 10 key or telephone. He/she will reach when operating a photocopier and pulling files.

**Reaching Overhead:** Occasionally - to reach the top shelves of a five-shelf vertical file.

**Climbing:** Occasionally - Climbs when using the step stool to reach files or forms. Climbs steps throughout the institution during performance of regular work responsibilities.

**Balancing:** Occasionally - Balances when using the step stool.

**Pushing/Pulling:** Occasionally - when opening desk drawers and retrieving binders and individual files.

**Kneeling/Crouching:** Occasionally - may choose to kneel/crouch when accessing information from a bottom drawer or shelf.

**Crawling:** N/A

**Fine Finger Dexterity:** Frequently - when sorting through paper, inputting information to the computer or operating a 10-key adding machine.

**Hand/Wrist Movement:** Frequently to Constantly - when sorting papers, looking through files, answering telephones, and photocopying, entering and retrieving data from the computer, filling out forms on a typewriter, or making handwritten notes.

**Hearing/Speech:** Useful for handling telephone inquiries and conversing with coworkers and employees.

**Sight:** Required for perusing files and accessing computer terminals.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The Office Technician (Typing) works indoors in a thermostatically controlled environment on linoleum covered floors for majority of duties. The incumbent may be subjected to outdoor weather conditions when retrieving material from the storage area, walking to staff meetings, or coming to or leaving the work site.

**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Vertical file cabinets, a telephone, an electric typewriter, a personal computer, a calculator, a copy machine, shredder, hole punch, paper cutter, and the usual office supplies.

**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
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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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