

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
 POSITION DUTY STATEMENT

PROPOSED

CURRENT

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations (DAPO) Southern Region | | POSITION NUMBER (Agency-Unit-Class-Serial) 061-435-9927-100 | | MCR / HCR 1 |
| DIVISION / UNIT San Diego / Chula Vista Complex | | CLASSIFICATION TITLE Program Technician | | |
| | | WORKING TITLE Program Technician | | |
| | | TIME BASE / TENURE P/FT | CBID R04 | WWG 2 |
| LOCATION San Diego County | | 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 the close supervision of the Parole Administrator I, Parole Agent III and/or Supervising Program Technician I, the Program Technician I 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. | | | |
| 35% | <p>ESSENTIAL FUNCTIONS</p> <p>Miscellaneous: Process Anti-Narcotic Testing (ANT) reports which includes copying and distributing all incoming results for the Agent of Record (AOR) and Unit Supervisor. Building field files for the Release Program Study (RPS), Oral RPS, Transfer Investigation Reports (TIR), and Interstate TIR. Closes Field files. This includes copying closing paperwork and mailing it to Parole Case Records, monitoring the case file in Strategic Offender Management System (SOMS) until closed is reflected. When the case shows closed in SOMS, close the file and retain it for one year by separating the field file and keeping only specific docs for logging. After one year, packing and mailing to Parole Case Records. Act as the Fund Custodian. The duties include typing cash assist checks and distributing bus passes and food vouchers. Order supplies, issue vouchers and bus passes, and track these transactions by entering them into the Parolee Automated Cash Assistance Tracking System (PACATS). Logs, tracks, and distributes Subpoenas and 602's to appropriate recipients. Run reports in the California Law Enforcement Telecommunications System (CLETS) for Parole Agents. Scans Documents into PPTS. Processes and delivers time sheets and mileage logs. Tracks and Orders all office supplies and equipment. Maintains and cleans mailroom and storage rooms. Performs other related duties and special assignments as requested.</p> | | | |

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| 30% | <p>Data Entry: Accurately enters all information into the Strategic Offender Management System (SOMS) that include Release Program Study (RPS) Reports, Oral RPS's (preparoles that have an imminent release date that take precedence as soon as received in the field office). Transfer Investigation Reports (TIRs), Interstate TIRs, and Paper Commitments (Court Walkovers) which come from the courts and come with little information so they take more time to collect all information to enter and build the file. Check SOMS for matching info, Enter transfers into SOMS.</p> |
| 25% | <p>Receptionist: Assists parolees and the public at the reception window, ensuring all clients are directed to the appropriate parole agent or Parole Outpatient Clinic staff, and ensures all parolee's fill out the proper paper work needed. Answers all incoming telephone calls, screens and routes calls to appropriate staff. These duties are done all day every day while doing all other duties.</p> |
| 5% | <p>Process incoming and outgoing mail: Incoming mail: date stamp and sort incoming mail. Distribute incoming mail to appropriate staff. Outgoing mail: Prepare, stamp and place outgoing mail into appropriate area for pick up by postal service.</p> |
| MARGINAL FUNCTIONS | |
| 5% | <p>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.</p> |

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.*

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| 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.*

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| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
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