

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM WASCO STATE PRISON-RECEPTION CENTER		POSITION NUMBER (Agency-Unit-Class-Serial) 180-261-1139-001		MCR / HCR 1/D
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS/RETURN TO WORK		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)		
		WORKING TITLE OFFICE TECHNICIAN (T) – RETURN TO WORK		
		TIME BASE / TENURE PERMANENT/FULL TIME	CBID R04	WWG 2
LOCATION WASCO	INCUMBENT		EFFECTIVE DATE	

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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Office Technician (OT) is responsible for compiling and maintaining records for the Return to Work office. The OT will follow oral and written directions, establish and maintain computer files, evaluate situations accurately and take effective action; make clear and comprehensive reports and maintain records. Communicate effectively, exercise a high degree of initiative, independence, and originality in performing assigned tasks. Apply specific rules, office policies and procedures as they pertain to Return to Work. Uses good judgment in providing accurate information by telephone and in written form in response to requests or questions regarding State Compensation Insurance Fund (SCIF), and Return to Work.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Staff Services Manager I (SSMI) and the guidance and direction of the Return to Work Coordinator (RTWC) (SSA/AGPA), the Office Technician is responsible for various tasks relating to the administration of Return to Work and Industrial Injury Programs. The position requires confidentiality, sound judgment, and good decision making skills; as well as the ability to carry out a variety of complex assignments in a timely manner with little or no supervision.

% 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%	Processes (SCIF) forms; 3067-Employees Reports of Injury, 3301-Employee's Request for Workers Compensation Benefits and Band-Aid forms. Gathers information to complete these forms to meet the legal time frames for submittal to SCIF. Logs and tracks information required to complete mandated reports such as CAL OSHA Log 200 (both quarterly and annual posting), and Early Intervention Quarterly Reports. Scans Workers' Compensations files into an electronic system, Maintain and enforce confidentiality of all materials in the office and be able to work independently and make decisions in routine office procedures.
35%	Input statistical data into spreadsheets to provide reports, track workers' compensation expenditures, and monitor workers' compensation cases for the SSMI and Return to Work Coordinator. Maintain and track information for Limited Term Light Duty/Temporary Modified Work Assignment Log, Return-to-Work Services Section SharePoint, and Return to Work Status report log. Update files with disability status reports and provide information to the RTWC and to the SSMI.

20%	Establish and maintain confidential and administrative files following the office’s security requirements. Update all manuals. Routinely reviews and purges existing files. Establish and maintain a system for control of deadlines and tracking of correspondence and mail. Schedules, attends, and take minutes for the monthly safety meeting. Provide telephone communication with injured workers’, SCIF representation, Administrative staff, Headquarters staff, Early Intervention Counselors and others who must be contacted for the RTWC. Logs and processes mail, type correspondence, composes and initiates written communications.
5%	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. Responsible for various tasks per institutional needs in cross training for other departments including but not limited to: Business Services, Central Services, Housing & Program, Reception Center, Employee Relations Office, Inmate Assignments, Investigation Services Unit, Plant Operations, Procurement, Receiving & Releasing and the Warden’s Office. Attend staff meetings and all mandatory In-Service-Training. Perform other duties as required.

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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CDCR INSTITUTION OR HEADQUARTERS PROGRAM WASCO STATE PRISON-RECEPTION CENTER		POSITION NUMBER (Agency-Unit-Class-Serial) 180-261-1139-818		MCR / HCR 1/D
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS/PERSONNEL		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)		
		WORKING TITLE OFFICE TECHNICIAN (T) – HIRING AND RECRUITMENT		
		TIME BASE / TENURE PERMANENT/FULL TIME	CBID R04	WWG 2
LOCATION WASCO	INCUMBENT		EFFECTIVE DATE	

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DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Office Technician (OT) collects statistics for various reports, establishes and maintains computer files, may format forms for personnel hiring and recruitment use. Assists in establishing and organizing appropriate documentation processes of interview, hiring and recruitment materials. Functions as resource for determining candidate eligibility, and providing assistance to inquiries of prospective candidates. Interprets basic laws, rules and policies as they relate to the certification, interview, and the hiring and recruitment process.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of Staff Services Manager I (SSMI) and under the lead of the Hiring and Recruitment Analyst, the Office Technician assists in the certification, eligibility, and hiring and recruitment process. Composes written responses to candidates and/or control agencies for the Staff Services Manager I review.

% 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%	Provides basic technical assistance to manager/supervisors to fill position vacancies. Coordinates, assembles and processes appropriate canvassing information for institution personnel recruitment. Assists in determining eligibility of candidates for interview/hire, reinstatement and/or transfer requests. Responds to inquiries from prospective candidates both verbally and in writing regarding eligibility and career opportunities.
35%	Initiates standard clearance and waiver forms utilizing the computer program for automated decentralized certification lists, coordinates interview schedules with candidates and interview panels, prepares interview packages, reviews interview panel members for appropriate level, posts/maintains and clears certification lists as required by State Personnel Board regulations, clears all applicable SROA/DROA lists. Ensures all pre-employment requirements are met-license, physical, T. B. etc.
20%	Establishes and maintains application files. Maintains SPB specification binders, updates Job Opportunity Bulletin Board and files expired bulletins. Other duties as required.

5%

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. Assist in planning and conducting job fairs and trade shows within the surrounding communities and local colleges explaining the civil service exam and interview process. Attend all mandatory In-Service-Training.

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