

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-643-6379-918		MCR / HCR 1
DIVISION / UNIT Business Services/North Coast Warehouse		CLASSIFICATION TITLE Heavy Truck Driver, CF		
		WORKING TITLE Heavy Truck Driver, CF		
		TIME BASE / TENURE PFT	CBID R12	WWG 2
LOCATION Humboldt County, California		INCUMBENT		EFFECTIVE DATE 2/13/23

CDCR'S MISSION and VISION

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.

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

The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody inmates, to aid in their rehabilitation. SCC is responsible for the training and placement of male inmates in the Conservation Camp Program. SCC administers 31 male camps located throughout the State of California.

Each of the 31 Conservation Camps are a self-contained "prison without walls." The camps are sited in rural or wilderness areas for fire suppression. Inmates assigned to camps are dispatched to fight wild land fires and other emergencies when needed and a variety of community work projects. This results in a tremendous cost savings to taxpayers of the State of California.

GENERAL STATEMENT

Under the supervision and general direction of the Material and Stores Supervisor II, CF, the Heavy Truck Driver is responsible for pick-up and delivery of various items to eleven (11) Camps. The Heavy Truck Driver will also make additional pick-ups and deliveries to other locations as needed. Required to possess a California Commercial Driver License Class A with no brake restrictions. Will operate trucks of less than three and one half tons and heavy compound transmission motor truck-tractor or truck with semi-trailer or other trailer equipment. Assignment may include the sole responsibility for the supervision of inmates and/or the protection of personal and real property. Work Hours: 07:30 – 15:30, Monday through Friday.

% 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% Provide transportation service for a variety of materials, supplies, parts, equipment and vehicles to various locations intrastate and out of state. Pick and/or deliver Warehouse supplies, parts and equipment to/from Correctional Camps monthly as scheduled.
- 30% Supervise and/or assist with a complex operation of receiving various commodities to include food products. Coordinate and prepare the appropriate re-loading and proper handling of these products for transportation from the Warehouse to their destination. Provide sick and vacation relief coverage in various Warehouse support areas. Assist with other Warehouse related or supported functions as assigned.
- 20% Must ensure that "all personal affects and information" (i.e., correspondence, conversation, property, etc.) in your area of responsibility is strictly controlled, monitored, and/or secure at all times. Supervise inmates during the unloading and loading of trucks. Escort inmates to and from the Warehouse as directed. Complete and process the inmate workers job performance reports (CDC 101) in a timely manner when the Materials and

	Stores Supervisor I and/or II is absent. All documents must be kept in a secure location and accessed by authorized staff only. On a daily basis, search inmates work areas for contraband such as weapons or illegal drugs. Conduct Inmate Orientation Training on Workplace Injury Illness and Prevention Program (IIPP) and Code of Safe Practices (CSP) and maintain all related records.
5%	Maintain warehouse delivery trucks and perform the related vehicle safety and security inspections. Complete all required/related vehicle related record keeping documents (i.e., maintenance, service, travel logs, and work orders, etc.). Perform routine preventative maintenance to assigned vehicles, such as oil, gas, coolants and other fluids. Possess the knowledge and ability to make the necessary “emergency adjustment or repair” to trucks as needed.
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.

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.
- Possession of a valid Commercial Class “A” Driver License.

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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