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| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** |  | PROPOSED |
| POSITION DUTY STATEMENT |  |
|  |  | X | CURRENT |
|  |  |
| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | **POSITION NUMBER (Agency-Unit-Class-Serial)** | **MCR / HCR** |
| Division of Administrative Services | 048-203-1139-001 | 1/D |
| **DIVISION / UNIT** | **CLASSIFICATION TITLE** |
|  Peace Officer Selection and Employee DevelopmentOffice of Peace Officer SelectionCentral Selection CenterTesting Unit | Office Technician (T) |
| **WORKING TITLE** |
| Clerical Support for the Testing Unit |
| **TIME BASE / TENURE** | **CBID** | **WWG** | **COI** |
| Limited Term/FT | R04 | 2 | Yes [ ]  No [x]  |
| **LOCATION** | **INCUMBENT** | **EFFECTIVE DATE** |
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| **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** |
| Office of Peace Officer Selection – Conducts recruitment, written exam, background investigations including Live Scan, and psychological and medical screening for all peace officer applicants with the Department, including: * Entry-level peace officers
* Individual Service Request
* Re-instatement
* Outside agency peace officers
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| **GENERAL STATEMENT** |
| Under the general direction of the Staff Services Manager I (SSMI), the Office Technician (OT) will perform the more technical duties relating to Testing Unit processes for the Office of Peace Officer Selection (OPOS) and provide administrative support to the SSMI relative to the daily operation of the Testing Center. The OT will operate congruently with organizational culture, values, and vision. The OT will support and promote a positive work environment and productive relationships with all staff and stakeholders of CDCR in an ethical and professional manner. Duties include, but are not limited to: |
| **% 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% | Perform the daily processing of peace officer candidates in the testing center. Field incoming inquiries via phone, email, and in person. Compile and forward completed packages to the Peace Officer Appointment Section. Reschedule candidates according to operational guidelines. Prepare incoming and outgoing mail and packages. Provide customer service to candidates; assist with greeting candidates at the front counter.  |
| 25% | Assist with proctoring the various peace officer tests: written exam and written psychological exam. Maintain the security of testing materials; review testing materials for completeness and accuracy; scan testing sheets; perform check-in and check-out during applicant examinations; assist with the administration of physical fitness testing at an outside venue. May include traveling to offsite testing venues and the loading, unloading, and setup of various materials and equipment. |
| 20% | Perform program support duties; maintain equipment and supply inventories as needed for the administration of testing functions; maintain and update the filing system for candidate testing materials and files; assist in the training of current and new staff in various examination and selection processes; research various examination issues; refer sensitive and/or complex issues to the SSMI. |
| 15% | Use a computer workstation to prepare and maintain spreadsheets and databases; develop forms, tracking sheets, reports, and other documents relative to candidate processing; use email systems to correspond with staff and candidates. Perform data entry including researching information, testing results, contact information, and communication notes. |
| 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 at JumpStarts and/or testing hiring events designed to move applicants through the OPOS process that may require availability after 5pm and on weekends. Perform other job related duties as assigned.  |
| **SPECIAL REQUIREMENTS** |
| * CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all incarcerated persons, visitors, nonemployees and employees shall be made aware of this.
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| **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.
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| **TO BE REVIEWED AND SIGNED BY 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.*
 |
| **SUPERVISOR’S NAME (Print)** | **SUPERVISOR’S SIGNATURE** | **DATE** |
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