

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>CALIFORNIA MEN'S COLONY</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>056-210-1139-810</b>		MCR / HCR <b>1</b>
DIVISION / UNIT  <b>SECURITY/INMATE ASSIGNMENT OFFICE</b>		CLASSIFICATION TITLE <b>OFFICE TECHNICIAN (TYPING)</b>		
		WORKING DAYS/HOURS: <b>Monday – Friday 0730-1530</b> (Position may require incumbent to work flexible hours and/or overtime).		
		TIME BASE / TENURE	CBID	WWG
LOCATION <b>HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409</b>		INCUMBENT		EFFECTIVE DATE <b>04/23/2024</b>

**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**

**BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS**

The Office Technician (T) will provide technical assistance and direction of all daily activities for the Inmate Assignment Office (IAO) knowledge of the Inmate Work/Training Incentive (IWTIP), custody needs, assignments, classification process. Interact with inmate assignments staff to ensure all documents are tracked/processed in accordance with institutional/department rules and regulations.

**GENERAL STATEMENT**

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

Under the general direction of the Inmate Assignment Lieutenant.

<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>
40%	Review and process Strategic Offender Management System (SOMS) Daily Recap and Internal Moves Report. On a continual basis, collect, verify for accuracy, enter all work incentive, and job assignment related data into the SOMS. Process job change applications, unassignment chronos, monitor and assign inmates from the vacancy positions in SOMS. Generate, track and issue Inmate Work Cards, Gate Pass Cards, and Activity Cards (upon request). Update and maintain Job Descriptions and inmate job position information Assign/un-assign identified inmates to performance components/milestones. Update daily SOMS "Inmate Assignment Changes", publish report and print "Priority and Non-Priority" ducats for distribution to all East and West Facilities. Print "Inmate Assignment Cards" daily.
30%	Compile and audit monthly IAO reports to maintain departmental standards, as well as other reports as needed. Maintain source documents and reports as required. Receive 128Bs from Education for each inmate who completes performance components. Excessive phone communication, tracking, reviewing, and processing of all correspondence pertinent to the IAO. Attend operational related meetings in the absence of the IAO Lieutenant.
15%	Has regular, direct responsibility for work supervision, on the-job-training and work performance evaluation of at least two inmates who substantially replace civil service employees for a total of at least 120 hours per pay period. Responsible for interviewing, hiring and inmate time keeping on all inmates assigned to this position.

10%	Collect data and calculate statistical information. Prepare weekly, monthly, quarterly, and annual reports as deemed necessary. Review Administrative Bulletins, Title 15, DOM, and Operational Procedures (OP) revisions, policy memorandums and other official communications to maintain familiarity with institutional/department operations policies and procedures and maintain up-to-date files of such material for review.
5%	Attend required In-service training, in addition to required yearly Block Training. Performing any additional duties as required. 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.

**CONSEQUENCE OF ERROR**

- Example: 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 timeline 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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