

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Internal Affairs		POSITION NUMBER (Agency-Unit-Class-Serial) 065-136-4872-902		MCR / HCR	
DIVISION / UNIT Office of Civil Rights - North		CLASSIFICATION TITLE Graduate Student Assistant			
		WORKING TITLE Graduate Student Assistant			
		TIME BASE / TENURE Int/FT	CBID E	WWG	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION Sacramento 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					
The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.					
GENERAL STATEMENT					
Under the supervision of the Associate Director and/or the Staff Services Manager II, the Graduate Student Assistant (GSA), shall perform a variety of duties, including analysis and reporting of data in a trainee capacity, specifically associated with the Government Alliance on Race and Equity (GARE) and the Office of Civil Rights (OCR). The employee will have a considerable amount of contact with departmental management and employees. The GSA must be able to interpret and apply state and federal laws, regulations and policies unique to the California Department of Corrections and Rehabilitation (CDCR).					
% 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.			
30%		Provide full support to the GARE Steering Committee with research, collecting, assembling, analyzing, evaluating, summarizing and reporting information related to GARE and OCR. Utilize unit specific databases to assist with confirming, processing, and completing all assignments; Prepare, update, and track, on a daily/weekly/monthly basis, various reports/documents for management: Photocopying, faxing, and filing, preparation of reports, correspondence, and memorandum. Maintains schedules and tracks assignments and meetings. The Student Assistant will also assist in answering the phones and distribution of mail.			
30%		Utilizing Microsoft Office Professional (Word, Excel, Teams and Outlook) or other related software to perform the more complex clerical work to review and proofread documents, for accuracy, punctuation, grammar, spelling and formatting, as well as facilitation group meetings and panels. Type unit specific memoranda for statewide distribution under the signature of the Associate Director. Ability to utilize the Internet to conduct "on-line" research and obtain information related to projects or assignments. Ability to gather information from individuals regarding work related tasks.			
20%		Files documents and reports, establishes new files, and maintains existing files; assists in record retention management; tracks assignments and documents utilizing tracking logs/spreadsheets. Assists in preparing various monthly reports; distribution of materials through various mail delivery systems and hand-delivery; maintaining			

	<p>filing systems; tracking of controlled correspondence and other assignments to assure timely completion; and create and maintain a subject/correspondence filing system.</p>
10%	<p>Prepare recommendations, reports and correspondence; typing and proofreading memoranda, letters and reports, including confidential correspondence and/or documents. Provide clerical support to the Unit staff as needed. May be required to travel. Other job related duties as needed. Other job related duties as assigned by the Associate Director or Staff Services Manager II.</p>
10%	<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.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Internal Affairs		POSITION NUMBER (Agency-Unit-Class-Serial) 065-136-4870-902		MCR / HCR
DIVISION / UNIT Office of Civil Rights - North		CLASSIFICATION TITLE Student Assistant		
		WORKING TITLE Student Assistant		
		TIME BASE / TENURE Int/FT	CBID	WWG
LOCATION Sacramento 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				
The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.				
GENERAL STATEMENT				
Under the supervision of the Associate Director and/or the Staff Services Manager II, the Student Assistant (SA), shall perform a variety of duties, including analysis and reporting of data in a trainee capacity, specifically associated with the Government Alliance on Race and Equity (GARE) and the Office of Civil Rights (OCR). The employee will have a considerable amount of contact with departmental management and employees. The SA must be able to interpret and apply state and federal laws, regulations and policies unique to the California Department of Corrections and Rehabilitation (CDCR).				
% 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.			
30%	Provide full support to the GARE Steering Committee with research, collecting, assembling, analyzing, evaluating, summarizing and reporting information related to GARE and OCR. Utilize unit specific databases to assist with confirming, processing, and completing all assignments; Prepare, update, and track, on a daily/weekly/monthly basis, various reports/documents for management: Photocopying, faxing, and filing, preparation of reports, correspondence, and memorandum. Maintains schedules and tracks assignments and meetings. The Student Assistant will also assist in answering the phones and distribution of mail.			
30%	Utilizing Microsoft Office Professional (Word, Excel, Teams and Outlook) or other related software to perform the more complex clerical work to review and proofread documents, for accuracy, punctuation, grammar, spelling and formatting, as well as facilitation group meetings and panels. Type unit specific memoranda for statewide distribution under the signature of the Associate Director. Ability to utilize the Internet to conduct "on-line" research and obtain information related to projects or assignments. Ability to gather information from individuals regarding work related tasks.			
20%	Files documents and reports, establishes new files, and maintains existing files; assists in record retention management; tracks assignments and documents utilizing tracking logs/spreadsheets. Assists in preparing various monthly reports; distribution of materials through various mail delivery systems and hand-delivery; maintaining			

	filing systems; tracking of controlled correspondence and other assignments to assure timely completion; and create and maintain a subject/correspondence filing system.
10%	Prepare recommendations, reports and correspondence; typing and proofreading memoranda, letters and reports, including confidential correspondence and/or documents. Provide clerical support to the Unit staff as needed. May be required to travel. Other job related duties as needed. Other job related duties as assigned by the Associate Director or Staff Services Manager II.
10%	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

- 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

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