

**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) 099-243-1139-802		MCR / HCR 1
DIVISION / UNIT  Business Services/Service Station		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE PFT	CBID R04	WWG 2
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 3/14/23
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> 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><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>				
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.				
<b>DIVISION OVERVIEW</b>				
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.				
<b>GENERAL STATEMENT</b>				
Under the general direction of the Equipment Maintenance Supervisor, CF, the Office Technician (Typing) (OT) is responsible for the clerical support duties in the Service Station, as well as the Support and Maintenance Warehouses. This position is responsible for managing complex and technical information related to the Sierra Conservation Center's Service Station and Warehouse operation. Duties include typing, filing, formalizing statistical reports, data entry for Business Information System (BIS), processing incoming and outgoing mail, answering telephones and taking messages.				
<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%	Record, revise, store, and extract various text related information in BIS. Compile and provide information and technical data necessary for preparing budget reports, inventories, generating purchase requisitions, and receipts for vendor payment. Prepare various correspondence, reports and confidential documents as needed.			
25%	Manage and organize all warehouse and service station related record keeping documents, record storage and archives for fiscal accountability and auditing purposes (i.e. timekeeping documents, warehouse budget and inventory documents, purchase orders, supply orders, etc.). Purge and organize all managed files into archive storage and/or records data storage as required.			
20%	Contact vendors and institutional staff on status of orders (i.e. pending deliveries, returned items, delayed shipments and over shipment of items). Assist in performing warehouse and service station inventories. Conduct workplace safety inspections daily in the work area to ensure proper storage methods. Monitor warehouse activity pursuant to institutional policy and procedures.			

10%	Provide various types of clerical assistance to warehouse and service station staff and other departments as directed by the supervisor. Attend a minimum of 40 hours of In-Service Training annually, which also includes the Online Mandatory Training Modules. Other job related 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.

**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
---------------------------	------------------------	------