|  |  |  |
| --- | --- | --- |
| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** |  | PROPOSED |
| POSITION DUTY STATEMENT |  |
|  |  |  | CURRENT |
|  |  |
| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | **POSITION NUMBER (Agency-Unit-Class-Serial)** | **MCR / HCR** |
| **CALIFORNIA STATE PRISON – LOS ANGELES COUNTY** | **027-228-1139-VAR** | **1** |
| **DIVISION / UNIT** | **CLASSIFICATION TITLE** |
| **COMMUNITY PARTNERSHIPS** | **OFFICE TECHNICIAN (TYPING) – COMMUNITY RESOURCES (NLTG)** |
| **WORKING TITLE** |
| **OFFICE TECHNICIAN (TYPING) – COMMUNITY RESOURCES (NLTG)** |
| **TIME BASE / TENURE** | **CBID** | **WWG** | **COI** |
|  | **R01** | **2** | Yes [ ]  No [x]  |
| **LOCATION** | **INCUMBENT** | **EFFECTIVE DATE** |
| **LANCASTER, CA 93536** |  |  |
| **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** |
| Community Resources Department organizes major programs related to the community which include, but are not limited to: volunteer services, grants and donations, inmate community service projects, Arts in Corrections, inmate/family services, religious programming, and community service projects. |
| **GENERAL STATEMENT** |
| Under the direct supervision of the Community Resources Manager (CRM), the Office Technician performs duties for the maintenance of efficient flow of paperwork; collection, accounting, and tracking of documents; overseeing and assisting with CRM office operations, maintaining compliance with division responsibilities and procedures. The primary mission of the Community Resources Department is to provide rehabilitative opportunities to all inmates housed within any facility in the Institution in the form of self-help, religious, and community supported programs. |
| **% 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.** |
| 60%20%10%5%5% | Assist with the office operations for the CRM. Provide administrative support duties relative to Nursing Led Therapeutic Group (NLTG) programs. Enter program attendance data into the Strategic Offender Management System (SOMS), and develop tracking systems. Process and respond to CDCR 22 Inmate Request for Interview and CDCR 602 Grievances. Process CDCR 2016 Inmate Activity Group Program Requests, assign inmates to programs, and maintain waiting lists. Maintain instructor and program contact data and training logs for the CRM. Prepare and track CDCR 2136 Inmate Activity Group Approval forms, ensure packages are completed correctly and on time. Print, distribute and collect daily NLTG SOMS program rosters. Assist with updating procedures for local NLTG Inmate Activity Group (IAG) program processes, and assist with managing logistics for related events or business meetings/visits within and outside of the Institution.Prepare NLTG IAG related memoranda, letters; proof read, format, and edit documents and training materials. Ensure documents are correct, complete, and copies are distributed appropriately. Coordinate with the Inmate Assignment Office to ensure correct NLTG program assignment data is entered in SOMS to include the designated NLTG location codes, follow-up with and track inmate assignment progress for NLTG programs.Screen daily flow of paperwork, communications with staff, internal and external stakeholders, and the public. Ensure adherence to policies, procedures, and the quality of correspondence. Compile and route timekeeping documents for staff that report to the CRM, process mail, distribute and collect various materials to and from inmates, maintain files and office operations. Prepare Approval to Hire packages for additional program staffing, schedule interviews to include reserving the interview room(s), assist when needed with processing paperwork for hires and separations. Record and type minutes for division meetings and related stakeholder program progress and quality management meetings. Prepare and process reports as required for CRM.Order and maintain supplies and materials inventory for the CRM office and NLTG IAG programs.Type Departmental Operations Manuel supplements and Operating Procedures as needed to improve NLTG local program operations. Oversee and submit quarterly fire drill reports and required Injury and Illness Prevention Program forms for relevant IAG program areas. Maintain accurate desk procedures for this position.Forward calls to appropriate staff and file documents. 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. Attend in/out service training as required. **PHYSICAL REQUIREMENTS**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.The following is a definition of the on-the-job time spent in physical activities:Constantly: Involves 2/3 or more of a workdayFrequently: Involves 1/2 to 2/3 of workdayOccasionally: Involves 1/3 or less of workdayN/A: Activity or condition is not applicable**Sitting**: Frequently - when keyboarding, using the telephone, keeping logs and records, copying tapes, preparing mail and associated tasks at a desk. There is flexibility for movement on a frequent basis to break sitting with standing and walking.**Walking**: Occasionally – for periods of time to file documents, make copies, send faxes, and attend to employees.**Standing**: Occasionally - for periods of time to open, file or retrieve documents and to operate various equipment (i.e., copy machine and other office machines). **Lifting**: Frequently – lifting items weighing a few ounces such as paper, pens staplers, and telephone receiver. Occasionally lifting of 5-10 pounds when reviewing files, couple of reams of paper or group of files are lifted. Occasionally lifting 40 pounds archive boxes.**Carrying:** items listed above may be carried about 15 feet within the office area. Other distances are delivered via vehicle or hand cart.**Bending/Stooping**: Occasionally to Frequently - may choose this position to reach the lower file drawers, paper stored in a box on the floor, mail located in bins, or similar items. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to perform paperwork duties.**Reaching in Front of Body**: Frequently to constantly - when keyboarding, answering telephone, handing papers to staff, filling, copying loading paper in printer or copier, opening drawers and reaching about the top of a desk, handing mail to various departments.**Reaching Overhead**: Occasionally - to reach files stored on an upper shelf.**Climbing**: N/A**Balancing**: N/A**Push/Pulling**: Frequently - to open file and desk drawers and to position the computer keyboard, moving of bins storing mail, pushing/pulling hand cart during delivery of mail.**Kneeling/Crouching**: Occasionally - may choose this position to reach the lower file drawers.**Crawling**: N/A**Fine Finger Dexterity**: Constantly - when keyboarding, writing notes by hand, taking phone messages and flipping through paperwork.**Hand/Wrist Movement:** Constantly - Keyboarding about 4-5 hours a day and up to 8 hours per day when necessary to complete reports; operating office machines, answering phones, filing, dispensing mail and working with papers an files.**Hearing/Speech**: Clear speaking and hearing required to answer telephone calls and in performing duties.**Sight**: Adequate vision is required to review correspondence, mail and files, as well as transcribe reports. |
| **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** |
|  |  |  |