

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Rehabilitative Programs		POSITION NUMBER (Agency-Unit-Class-Serial) XXX-XXX-XXXX-XXX		MCR / HCR
DIVISION / UNIT Office of Correctional Education		CLASSIFICATION TITLE Librarian CF		
		WORKING TITLE Librarian CF		
		TIME BASE / TENURE FT/PERM	CBID	WWG
LOCATION	INCUMBENT		EFFECTIVE DATE	

CDCR'S 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.

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

Under the direct supervision of the Supervisor of Correctional Education Programs or their administrator designee, the librarian will operate smaller or less complicated libraries and/or legal content access points within the institution. The librarian will perform difficult professional work in connection with selecting, cataloging, loaning, or the reference use of books and other library materials and media formats. The librarian will maintain order and supervise inmate patrons who are accessing the recreation library, and/or legal content contained in either the print collection or the Law Library Electronic Delivery System (LLEDs). The librarian could direct a library technical assistant (LTA) and or inmate clerk assigned to assist them during all or a portion of their work shift depending on the institution's operational needs.

GENERAL STATEMENT

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

The Librarian will work professionally with all Department employees and inmates. The Librarian may be assigned to multiple work locations during the work week and/or work day according to the institution's need to provide inmate's access to the library resources.

% 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.
ESSENTIAL FUNCTIONS	
35%	Directly oversees the safe and efficient operation of their specified library(ies) and provides inmate access to the library content and materials. Assists inmates as needed with appropriate resource information. Directs, and trains the LTA and or inmate clerk. Maintains accurate documentation of inmate library visitation times as required for various compliance measures.
30%	Assists the Senior Librarian in the development and maintenance of the library collection. Provides professional recommendations for new and replacement material. Prepares and submits appropriate purchase request(s). Conducts research and or legal content "paging" requests as appropriate.
25%	Answers inmate requests, grievances, form 22, appeals, etc. as assigned by the Senior Librarian and/or supervisor.
5%	Oversees and/or conducts inventory for the legal collection.

5%

Attends all institution and librarian training that may include traveling to other institutions and headquarters in Sacramento.

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.

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