# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED
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X CURRENT

CCCR INSTITUTION ON IMAGE (Repro-Unit-Class-Serial)         MCC, H (KR. MORTH Kern State Prison         MCC, H (KR. MORTH Kern State Prison         1           DIVISION / UNIT         CLASSIFICATION TITLE         LE2-224-362-C001/C02         1           DIVISION / UNIT         CLASSIFICATION TITLE         Heavy Equipment Mechanic, C.F.         Heavy Equipment Mechanic, C.F.           DIVISION / UNIT         LECATION         TIME BASE (CLASSIFICATION TITLE         WORK MORTS. MONDAV – FRIDAY         RDO'S: SAT/SUN/HOL           WORK HOURS: 0800-1600         WWG         COL         WORK HOURS: 0800-1600         EFECTIVE DATE           Delano, CA         INCLAMEENT         MCCM HOURS: 0800-1600         EFECTIVE DATE           Vision         WORK HOURS: 0800-1600         EFECTIVE DATE         Vision           We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successful yreintegrate offenders into our communities.         Vision         Wision           Vision         COMMITMENT TO DIVERSTIVE QUITY ADD INCUSION         COMMITMENT TO DIVERSTIVE QUITY ADD INCUSION         Enclaring 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 provid to foster inclusion and representation at all levels of both Departments.           DIVISION OVERVEW         Under the direct	North Kern State Prison       182-243-6826-001/002       1         DIVISION / UNIT       CLASSIFICATION TITLE       Heavy Equipment Mechanic, C.F.         Division of Adult Institutions/Plant Operations       Heavy Equipment Mechanic, C.F.       Heavy Equipment Mechanic, C.F.				
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	10% Maintain order and supervise the conduct of persons committed to the Department of Corrections and				
Rehabilitation; prevent escape and injury by these persons to themselves or others or to property; maintain					
	j security of working areas and work materials, inspect premises for contraband, such as weapons of megal drugs.				
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Attend annual In-Service Training classes, obtain On-Job training, and attend mandatory safety training. Complete job related paperwork such as work orders, daily work log, and the weekly CDCR-2186 worksheet.

## **SEXUAL HARASSMENT POLICY:**

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

Initial: \_\_\_\_\_

## CODE OF CONDUCT:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

### **INCOMPATIBLE ACTIVITIES:**

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage activities for profit using State facilities, materials or time.

Initial: \_\_\_\_\_

Initial:

### **NEPOTISM /FRATERNIZATION POLICY:**

Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25.

Initial:

#### 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 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:** 

## To be reviewed and signed by the supervisor and employee.

• 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)