

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM WASCO STATE PRISON-RECEPTION CENTER		POSITION NUMBER (Agency-Unit-Class-Serial) 180-234-1318-002		MCR / HCR 1/D
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS/ EDUCATION		CLASSIFICATION TITLE LIBRARY TECHNICAL ASSISTANT (SAFETY)		
		WORKING TITLE LIBRARY TECHNICAL ASSISTANT (LTA)		
		TIME BASE / TENURE LIMITED TERM/ FULL TIME	CBID R04	WWG 2
LOCATION WASCO	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION and VISION

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Library Technical Assistant (LTA) will perform duties in a library that is staffed by a Senior Librarian or Librarian, or the LTA may facilitate Incarcerated Person (IP) access to libraries by performing these duties in a satellite library without continuous active supervision from an education administrator, a Senior Librarian or Librarian. The LTA will perform all duties in accordance with departmental regulations and policies that have been established for library operations. If circumstances arise that are not covered by existing regulations or policy the LTA will seek direction from the appropriate supervisor. The LTA may have responsibility to supervise Incarcerated Persons (IP). Responsible for the security and control of IP using library services.

GENERAL STATEMENT

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

Under the supervision of the Supervisor of Correctional Education Programs (SCEP) and/or the Supervisor of Academic Instruction, and functional lead of the Senior Librarian (CF) or Librarian (CF) when applicable, the Library Technical Assistant (LTA) (Safety) will perform the following duties in accordance with the State Personnel Board classification specification within the Institution's Legal or General Library collections. May have responsibility to supervise Incarcerated Persons (IP) and will be responsible for the security and control of IP using library services.

% 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.
35%	Oversee Incarcerated Persons (IP) utilizing their assigned library in order to provide the IPs with their required access and to maintain institutional safety and security. Perform book circulation, catalog classification, upkeep, maintenance, and inventory of library material, which includes but is not limited to, delivering books and materials to IPs in various housing units.
20%	Maintain accurate records of IP library use and access which includes but is not limited to, records of legal materials requested and or delivered to IPs, and records of time periods IPs are given to access the legal material and to conduct legal research.
20%	Pull text, photocopy requested information and deliver case law requested by IPs utilizing the institution's paging process in order to fulfill the mandated requirements of IP access to the courts when an IP is physically unable to

	access the material. Identify and pull requested source material based on the complete information provided by the IP or return the IP's request if there is not sufficient information to identify the requested material.
20%	Provide instruction to IPs on basic library resources and procedures. This may include but is not limited to how to find case law, how to utilize the library cataloging system, how to utilize reference material and how to check out and return library materials.
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. Provide recommendations and documentation of facts and events to staff responding to IP grievances based on the LTA involvement with the event in question as needed. Provide recommendations to supervisors on how to improve the overall effectiveness of the library system when requested. Other duties as assigned to include but not limited to attending training and or staff meetings.

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
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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
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