

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM North Kern State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 182-228-5278-XXX		MCR / HCR 1
DIVISION / UNIT  Administrative/Community Resources/228		CLASSIFICATION TITLE Management Services Technician		
		WORKING TITLE Management Services Technician		
		TIME BASE / TENURE PERM/LT/FT	CBID R01	WWG 2
		WORK DAYS: TUE-FRI/ SAT; RDO'S: SUN/MON/HOL		
		WORK HOURS: 12:00 PM – 8:00 PM/8:00AM – 4:00PM		
LOCATION Community Resource Manager's Office		INCUMBENT		EFFECTIVE DATE
<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>				
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.				
<b>GENERAL STATEMENT</b>				
You are a valued member of the Department's Team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.				
<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>		
30%		<p><b>ESSENTIAL FUNCTIONS</b></p> <p>Collect, review, and analyze program related information for inmates and input Inmate Assignment activity data into tracking databases to include but not limited to Strategic Offender Management System (SOMS), SharePoint, and Excel. Place inmates on waiting lists for activities in SOMs. Analyze waitlists, recognize barriers, and make recommendations to management as appropriate. Gather information to process and issue Inmate Assignment Cards for each assigned inmate. Verify inmates complete the 52 hours of qualifying RAC activities to ensure the one week reduction is appropriately applied within established deadlines. Assist in performing program research, collecting data and preparing summary statistical data, and other reporting purposes. Identify trends and make recommendations to management to improve the performance of programs. Support timely and effective implementation of programs by providing verification, tracking, recording, and monitoring support as needed. Perform preliminary data analysis, summarize results, and follow up for clarification and/or additional information for reporting or auditing purposes. Create reports, charts, memorandums by utilizing the data collected, reported</p>		

	and analyzed regarding program performance, periodic program evaluations and standards compliance reviews of the various programs.
30%	Provide support to the Department’s credit earning program opportunities. Sponsor inmate group activities within the institution grounds, such as alcohol and substance abuse prevention, anger management, victim awareness and best parenting practices. Oversee all activities within the designated area during the programs’ allotted timeframes and gather daily attendance rosters; verify inmate’s presence; secure all activity areas when not in use; promote and inspire inmate cooperation; and verify satisfactory participation for each inmate in the program.
30%	Log into various tracking database and analyze incoming volunteer packages, review to determine action required, refer to the appropriate staff, and provide follow-up ensuring due dates are met. Compose responses to inquiries for review and approval of appropriate staff. Communicate with institution staff, headquarters staff, inmates, and the public regarding program offerings.
10%	Perform any combination of general office, clerical and/or typing duties which may include, but is not limited to: preparing/editing/formatting correspondence, reports and other documents; mailing and/or document handling; filing; photocopying; using office related equipment and approved computer software in a competent manner and records management. Provide administrative support, participate in meetings, and workgroups. Other duties as assigned

**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.

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

**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: \_\_\_\_\_

**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:**

- *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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