

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-211-1139-830		MCR / HCR 1
DIVISION / UNIT Business Services/Food Services/Main Culinary		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE PFT	CBID R04	WWG 2
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 12/13/23

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

The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody inmates, to aid in their rehabilitation. SCC is responsible for the training and placement of male inmates in the Conservation Camp Program. SCC administers 31 male camps located throughout the State of California.

GENERAL STATEMENT

Under the general direction of the Correctional Food Manager II, DOC, the Office Technician (Typing) is responsible for clerical support in the Food Service Department. The Office Technician functions independently providing various clerical expertise, establishes, coordinates, and maintains computer automated files for the Food Services Department and composes memorandums and correspondence. Function as an expert resource in directing vendors and/or control agencies to appropriate staff. Collect statistics for various reports. Assist and/or coordinate various food service purchases. Assist in conducting inventories and is responsible for staff timekeeping. The Office Technician is responsible for filing, typing, research, attending meetings, and taking and distributing minutes. Ensure that complete filing is maintained with accuracy and work area and computer is secured at all times from inmate access. This position is responsible for direct and indirect responsibility for the work supervision, on-the-job training and work performances evaluation of at least two inmates for a total of 120 hours per pay period.

% 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.
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30%

Establish and maintain computer files in compliance with State and Federal guidelines. Collect and enter food service data in the Business Information System (BIS) and generate reports as needed for the Correctional Food Manager II. Compose responses to inquiries from control agencies, staff and institutions for the Correctional Food Manager II to review and sign. Maintain inventory daily and reconcile to the warehouse physical inventory monthly.

25%

Act as the resource for Health and Safety Forms and assist in the final preparation of copies. Answer phones for Correctional Food Manager II and the Assistant Correctional Food Manager. Function as an expert resource in directing inquiries to appropriate staff regarding food service.

15%	Process contracts, estimates, continuations, Intraoffice Requisitions, Storeroom Supplies Orders, State Stores, Prison Industries, special emergency purchases, quarterly close out, fiscal year tracking for budget purposes.
15%	Supervise, train, and evaluate the work performance of at least two inmate workers assigned to the Food Service Office, including maintaining the security of work areas. Maintain copies of inmate job descriptions, training records, and performance evaluations in a secured location and apply progressive discipline, if necessary. Responsible for work assignments to inmate clerks as directed by the Correctional Food Manager II.
10%	Responsible for producing FLSA sign in/out sheet for staff. Review all staff timekeeping and timesheets, attendance worksheets, and rainbow worksheets for all staff members' overtime reports and justifications. Maintain all filing associated with payroll and timekeeping.
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.

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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