

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
 POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM High Desert State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 934-234-1318-XXX			
DIVISION / UNIT Office of Correctional Education/Education Department		CLASSIFICATION TITLE Library Technical Assistant, Safety			
		WORKING TITLE Library Technical Assistant			
		TIME BASE / TENURE P/FT	CBID R04	WWG 2	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION High Desert State Prison		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
<p>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.</p> <p>CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.</p>					
DIVISION OVERVIEW					
<p>Under the supervision of the Supervisor of Correctional Education Program (SCEP) or Educational Administrator designee, 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. These duties may be performed in a library that is staffed by a Senior librarian or Librarian, or the LTA may facilitate inmate access to libraries by performing these duties in a satellite library without continuous active supervision from an education administrator, a Senior Librarian or Librarian.</p>					
GENERAL STATEMENT					
The LTA will perform all duties in accordance with Departmental regulations and policies that have been established for library operations.					
% 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%		<p>ESSENTIAL FUNCTIONS</p> <p>Provide direct supervision of inmate clerks and inmates utilizing their assigned library in order to provide the inmates with their required access and to maintain institutional safety and security. Perform and/or monitor inmate clerks in the tasks associated with book circulation, catalog classification, upkeep, maintenance and inventory of library material, which includes but is not limited to, delivering books and materials to the inmates in various housing units.</p>			
25%		<p>Maintain accurate records of inmate library use and access which includes but is not limited to, records of legal materials requested and or delivered to an inmate, and records of time periods inmates are given to access the legal material and to conduct legal research.</p>			

20%	Pull text, photocopy requested information and deliver case law requested by inmates utilizing the institution's paging process in order to fulfill the mandated requirements of inmate access to the courts when an inmate is physically unable to access the material. Identify and pull requested source material based on the complete information provided by the inmate, or return the inmate's request if there is not sufficient information to identify the requested material.
10%	Provide training, instruction and evaluation to inmate clerks and inmates on basic library resources and procedures. This may include but is not limited to how to find case law, how to utilize the library cataloguing system, how to utilize reference material and how to check out and return library materials.
5%	Provide recommendation s and documentation of facts and events to staff responding to inmate appeals 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.
5%	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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