

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility (CMF) | | POSITION NUMBER (Agency-Unit-Class-Serial) 076-261-1139-XXX | | | |
| DIVISION / UNIT CMF / Business Services / Personnel / Timekeeping | | CLASSIFICATION TITLE Office Technician (Typing) | | | |
| | | WORKING TITLE Office Technician (Typing) | | | |
| | | TIME BASE / TENURE FT/P | CBID R04 | WWG 2 | COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| LOCATION Solano County | | INCUMBENT | | EFFECTIVE DATE | |
| CDCR'S MISSION and VISION | | | | | |
| <p>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.</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 | | | | | |
| BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Office Technician (T) is responsible for practices, policies and procedures of the Personnel Department established by the Department. | | | | | |
| GENERAL STATEMENT | | | | | |
| BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Personnel Supervisor II, the Office Technician (T) is responsible for the Workforce computer data entry for custody staff at the institution; generates and prints daily, weekly and monthly reports for Personnel Specialists, Personnel Supervisors, and Administration; and assists staff and supervisors with time records. | | | | | |
| % 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. | | | | |
| 45% | Maintains accuracy and integrity of complex timekeeping system (Workforce). Audits timekeeping source documents (FLSA sign in/out sheets, In-Service Training sheets, and 998A's) to ensure compliance with contract language and laws and rules. Communicates with supervisors to resolve timekeeping issues and makes appropriate corrections to records. | | | | |
| 25% | Inputs time record data for all permanent and permanent-intermittent personnel including regular time worked, overtime hours and all paid and unpaid leave. Applies appropriate funding and shift codes. Reconciles source documents and compiles and transmits information to the Personnel Specialists for payroll purposes and leave balance accounting. Provides accurate and complete timesheets by monthly due date for timely payroll processing. | | | | |
| 15% | Compiles daily, weekly, monthly reports reflecting time worked/used for selected transaction types including vacation coverage, vacant position coverage, overtime and sick leave hours, etc. Process delinquent 998A's "Friendly Reminder" letters for Custody Captain. Runs Over/Under reports and rectifies deficiencies. | | | | |

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| 10% | Responds to a variety of inquiries regarding individual time records. Identifies program deficiencies and advises the Business Information System (BIS) office of recommendations for improvements. Provides training to new timekeeping staff and attends mandatory training. |
| 5% | Crosstrain and back up to Front Counter Receptionist and Institutional Personnel Office Secretary. Other job related duties as required. |

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.*

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| 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.*

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| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
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