

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 076-261-1139-806		MCR / HCR
DIVISION / UNIT CMF / Business Services / Personnel / Return to Work		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE FT/P	CBID R04	WWG 2
LOCATION Solano County		INCUMBENT		EFFECTIVE DATE

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

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 Institutional Personnel Officer and direction of the Return to Work Coordinators, the Office Technician (Typing) is responsible for the more complex clerical duties associated with the Return to Work, Worker's Compensation, Family Medical Leave Act and areas in the Personnel Office. This requires detailed and sensitive contact with employees, the general public, contract employees and volunteers.

% 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.**

- 20% Types written correspondence relating to disability status and benefit processes; prepares referral letters, exam and interview confirmation letters and other correspondence.
- 20% General office duties including typing miscellaneous documents and correspondence, faxing, filing, duplicating and distributing various documents, collecting and distributing mail.
- 15% Receives, screens, and directs phone calls. Schedules employees with Early Intervention counselors and schedules representatives/witnesses to attend Worker's Compensation Appeals Board Hearings and/or investigative interviews.
- 15% Acts as back up to the other Personnel Office Technicians (Reception, Timekeeping, and IPO).
- 10% Establish and maintain disability files on employees and inmates, which include First Doctor's Report of Injury medical evaluations, investigation, time lost benefits authorize, retirement requests medical and benefits costs.

10%	Review various Workers' Compensation/ forms to ensure completeness and obtain additional information when needed.
5%	Update and maintain various logs. Prepare and assemble records for archiving; pack documents into archive boxes, affix labels, maintains logs, and deliver boxes to Warehouse for processing.
5%	Attends a minimum of 40 hours of In-Service Training (IST) annually and completes DGS Basic Acquisition Certification. Perform 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

- 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

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