

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-210-1139-806		MCR / HCR 1
DIVISION / UNIT Custody Support Facility C – Program Office		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (T)		
		TIME BASE / TENURE R04	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 1/1/2024	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

This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the close supervision of the Captain in Facility C, the Office Technician (Typing) is responsible for the clerical operations of the Facility Program Office. Duties include but are not limited to the following:

% 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.
40%	Type all confidential memorandums utilizing the word processor as well as various and sundry letters for the Facility Captain and Custody Staff; assist the International Treaty Exchange Coordinator by typing documents for the Board of Prison Terms.
35%	Type Performance Reports, Letters of Instruction and Investigative Reports leading to Letters of Instructions, Confidential Documents, Incident Reports, 602 Appeal Responses, Confidential 128As and 128Bs, CDC 115 Tracking System, Post Orders, Monthly Reports, Staff Meetings, Employee Counseling Reports plus any needed correspondence; ensure proper format, punctuation, grammar and necessary documentation is attached.
10%	Answer all incoming calls, directing them to the proper areas, taking messages and assisting in general information; distribute incoming/outgoing mail to appropriate staff; copy material as required.

030-210-1139-806

10%	<p>Establish and maintain a "TIC" file system for tracking projects and assignments given to staff by the Facility Captain, such a Performance Reports, Monthly Statistical Reports, Incident Reports, CDC-115s, Memorandums, as well as letters for the Warden’s signature. Maintain attendance records for the Correctional Counselor II and Correctional Counselors assigned to Facility 1 and submit a monthly attendance report to Personnel.</p>
05%	<p>Order all supplies for the Facility, including Housing Units, Culinary and Program Office. Maintain and update the Departmental Operations Manuals, Director’s Rules and Administrative Bulletin Manual. Make travel arrangements, and other duties as required.</p> <p>When utilizing sensitive or confidential information, staff shall ensure that the information is not within view of other persons or inmates. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive or personal information into the work place from outside of the institution.</p> <p>The incumbent is responsible for supervising three (3) inmates, including reviewing their performance, proofing all paperwork generated from the Facility Office produced by staff and all Inmate Clerks assigned to the office (115s, 128As, and Bs, and ensuring proper format is set, punctuation, grammar and necessary documents attached, etc.). The incumbent must review every work assignment given to Inmate Clerks, as needed, and prepare Inmate Time Cards on a monthly basis for those supervised. In the event an inmate under the incumbent’s supervision fails to report to their assignment within 10-15 minutes, they will contact the respective Housing Unit and/or Work Change Officers to determine the whereabouts of the inmate. The incumbent is responsible for conducting random and unscheduled inspections of inmate work areas for potential escape material and contraband.</p>

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
-------------------------	----------------------	------

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
---------------------------	------------------------	------