

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

**POSITION DUTY STATEMENT**

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Institution for Men		POSITION NUMBER (Agency-Unit-Class-Serial) 080-261-1139-XXX		MCR / HCR 1 / D
DIVISION / UNIT  Personnel	CLASSIFICATION TITLE Office Technician (Typing)			
	WORKING TITLE Office Technician (Typing) Personnel Receptionist			
	TIME BASE / TENURE LT/FT	CBID R04	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION	INCUMBENT		EFFECTIVE DATE 5/14/2024	

**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**

To provide the public protection by enforcing State and Federal laws and administrative regulations while supervising the conduct of inmates at the California Institution for Men. Enhance public safety and promote successful community reintegration through comprehensive crime prevention programs, education, treatment, and active participation in rehabilitative and restorative justice programs.

**GENERAL STATEMENT**

Under the direct supervision of the Personnel Supervisor II, the Office Technician (T) acts as the Receptionist for the Personnel Department and provides clerical support for the Personnel Office staff. Performs all related clerical tasks and other duties as required. Duties include work within the BIS Time & Shift Program. The Custody Timekeepers provide break and Lunch coverage.

% 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%	Answer all incoming calls from the public, other State departments, Agencies and CIM Staff. Refers or redirects incoming telephone calls and takes messages as necessary. Attends to staff at the front counter by answering general personnel questions, providing information about Health, Dental, Vision, FLEX-Elect and other employee Benefits. Assists staff in the general completion of the necessary forms for enrollment and/or cancellation. Hands out written information, booklets and pamphlets; Directs technical/complex employee inquiries to appropriate Personnel Staff. Provide and oversee the review of the Official Personnel File (OPF) to employee, or authorized representative, ensure disclosure log is completed and remain present during the OPF review.
25%	Maintains the security and confidentiality of sensitive information in the Receptionist area to ensure it is not compromised. Maintain and update the personnel office employee roster on-line with every employee's emergency contact information. Process State issued Identification Cards for employees, retirees', volunteers, and contractors. Maintain the Personnel TEAMS channel rosters with assignments to specialists, updates to the contractor/volunteer rosters, incoming mail, etc.
15%	Responsible for duplicating and maintaining an adequate supply of employee information packages for new hires, intermittent employees (PIES), transfer and new supervisory employees. Prepares new OPF's with 998 folder and ensures hiring (on-boarding) paperwork is prepared for specialist, prior to new employee arrival. Coordinates new hire information with Specialist to ensure all required documentation is completed.

10%	Responsible for ordering, re-stocking and maintaining inventory control of forms, office supplies and special equipment for the Personnel Office. Also prepares the monthly warehouse supply requests and/or process order requests from outside vendors for supplies not carried in the CIM warehouse in accordance with purchasing guidelines.
5%	Assist in the maintenance of the OPF. Filing of documents and forms into OPF, as directed. Pick-up mail from the CIM Mailroom, opens, date stamps, sorts and distributes all incoming mail for the Personnel Office. Process all outgoing mail. Makes special deliveries as required. Prints key control log on the 1 <sup>st</sup> of every month, to be placed in Personnel Key Lock Box.
5%	Participates in In-Service Training (IST) and all required mandated training. Performs other duties as assigned.

**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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**POSITION DUTY STATEMENT**

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Institution for Men		POSITION NUMBER (Agency-Unit-Class-Serial) 080-210-1139-XXX		MCR / HCR 1 / D
DIVISION / UNIT  Custody Support		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENDURE LT/FT	CBID R04	WWG 2
LOCATION	INCUMBENT		EFFECTIVE DATE 9/8/22	

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**DIVISION OVERVIEW**

Provides clerical and organizational support to California Institution for Men in enhancing public safety and promoting successful community reintegration through comprehensive crime prevention programs, education, treatment, and active participation in rehabilitative and restorative justice programs.

**GENERAL STATEMENT**

Under the direct supervision of the Manager or Designee, the Office Technician (T) is responsible to provide clerical support to the Manager or Designee. Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training are required.

% 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.
30%	The Office Technician (OT) assists the Manager or Designee with the clerical responsibilities of the Division or Facility. Coordinates and collaborates with Institution clerical staff, managers and supervisors as directed by the Manager. Maintains a tracking log of all assignments to the Division or Facility and assists with timely completion, by communicating with the assigned staff. Keeps a calendar of meetings that the Manager or Designee needs to attend. Answer phones, takes messages, and redirects phone calls as needed. The OT may attend meetings, tasked to take notes meeting minutes, transcribes them and types them up for the Manager or Designee for review and signature. Process all assignments received as well as the ones issued from this office to other staff members, such as Tics, Incident Reports, Appeals etc.
20%	Serve as timekeeper for executive staff. Types a variety of documents to include but not limited to; performance reports, memorandum, grievance responses, DOM Supplements, Local Operating Procedures etc. The OT will be tasked with reviewing documents for typographical and formatting issues.
20%	Receive and distribute mail, Instant Bulletins. Update DOM books and Administrative Bulletins when updates are received. Type updates to different articles of DOM as requested by the Manager or Designee.
20%	May supervise 2-4 inmates' clerks, which includes timekeeping and preparation of Work Supervisor's reports. Make random and unscheduled inspections of inmate work areas for potential escape Material and contraband.

10%	Other duties as assigned. May be redirected at any time. 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. Must meet the 40 hours required for IST/OJT annual training.
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