

## DUTY STATEMENT

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

EFFECTIVE DATE:

|  |  |   |             |
|--|--|---|-------------|
| <b>CDCR OFFICE OR CLIENT AGENCY</b><br>Division of Adult Parole Operations (DAPO), Northern Region   |  | <b>POSITION NUMBER (Agency - Unit - Class - Serial)</b>                             |             |
| <b>UNIT NAME AND CITY LOCATED</b><br>Vallejo Parole Unit   |  | <b>CLASS TITLE</b><br><b>Program Technician</b>                                     |             |
| <b>WORKING DAYS AND WORKING HOURS</b><br>Monday through Friday 8:00 a.m. to 5:00 p.m.  |  | <b>SPECIFIC LOCATION ASSIGNED TO</b>  |             |
| <b>PROPOSED INCUMBENT (if known)</b>   |  | <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b><br>061-202-9927-101 |             |
| YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.   |  |   |             |
| Under close supervision of the Parole Agent II (Supervisor), the Program Technician is responsible for the processing of technical documents, providing technical information, regarding a departmental program to employees and/or the general public; both routine and semitechnical in nature. The incumbent is expected to consistently exercise a high degree of initiative in performing the following duties: |  |   |             |
| <b>% of time performing duties</b>   | 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. <i>(Use additional sheet if necessary)</i>  |   |             |
| <b>35%</b>   | Process Anti-Narcotic Testing (ANT) reports, copy and distribute ANT results for the Agent of Record and Unit Supervisor; create field files for the Release Program Study (RPS), Oral RPS, Transfer Investigation Reports (TIR), and Interstate TIR; maintain field file documentation, and distribute to Parole Case Records; monitor, review, and maintain case field files in Strategic Offender Management System (SOMS); monitor and log field files in accordance with the prescribed retention schedule; Log, track, and distribute Subpoenas and Inmate/Parolee Appeals Form (CDCR 602's); utilize California Law Enforcement Telecommunications System (CLETS) to create reports for Parole Agents; maintain the Parole Violation Disposition Tracking System. |   |             |
| <b>35%</b>   | Enter parolee information obtained from the Release Program Study (RPS) and Oral RPS's into SOMS; maintain in SOMS the parolee cash assistance and incentive information; process transfer investigation requests; maintain program study, transfer investigation requests, and Oral RPS in SharePoint; log vehicle mileage information into Department of General Services (DGS) website; enter vehicle mileage information into SharePoint.  |   |             |
| <b>20%</b>   | Assist parolees and the public at the reception window; direct the public to the appropriate Parole Agent or Parole Outpatient Clinic staff, and ensure all parolee's fill out the necessary paperwork; answer, screen and route telephone calls to appropriate staff.   |   |             |
| <b>5%</b>  | Sort and date stamp all incoming mail; distribute mail to the appropriate staff member; process outgoing mail for pick up by postal services.  |   |             |
| <b>5%</b>  | Process and deliver timesheet and mileage logs; maintain mailroom storage; order supplies and equipment by way of the Parolee Automated Cash Assistance Tracking System (PACATS); distribute bus passes, and food vouchers; other job related duties as required.  |   |             |
| <b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>   |  |   |             |
| <b>SUPERVISOR'S NAME (Print)</b>   |  | <b>SUPERVISOR'S SIGNATURE</b>   | <b>DATE</b> |
| <b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>   |  |   |             |
| The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.             |  |   |             |
| <b>EMPLOYEE'S NAME (Print)</b>   |  | <b>EMPLOYEE'S SIGNATURE</b>   | <b>DATE</b> |