

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY DS #3****DUTY STATEMENT**

RPA/647#-

EFFECTIVE DATE:

<b>CDCR INSTITUTION OR DEPARTMENT</b> CA Prison Health Care Services		<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 915-213-1139-201	
<b>UNIT NAME AND CITY LOCATED</b> Health Care Services, Kern Valley State Prison, Delano		<b>CLASS TITLE</b> Office Technician (T)	
<b>WORKING DAYS AND WORKING HOURS</b> a.m. to p.m. (Approximate only for FLSA exempt classifications)		<b>SPECIFIC LOCATION ASSIGNED TO</b> Appointment/Scheduling	
<b>PROPOSED INCUMBENT (If known)</b>		<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b>	
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 INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.			
Under the direction of the Health Records Technician II, Supervisor, the Office Technician will organize, provide, implement, and maintain a program for scheduling patients' health care appointments in accordance with the Inmate Medical Services Policy and Procedures to ensure improved patient access to care in the correctional setting, and provide a variety of clerical support functions.			
<b>% of time performing duties</b>	<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. (Use additional sheet if necessary)</b>		
45%	<b>ESSENTIAL FUNCTIONS</b>  Maintain and develop a system to schedule patient health care appointments. Compile and distribute the ducat list, protecting the privacy of the patient's health care information. Verify patient identity and log each patient presenting at the clinic on the daily ducat sheet. Retrieve and hold health records, filing new health record documentation after patient visit is completed for Record staff. Schedules follow up visits as directed by clinical staff. Assist with orientation of staff (e.g., RNs, MTAs) on the requirement of the data collection systems, and attend in-service training and staff meetings.		
25%	Prepare special reports in response to expert or other inquiries at the clinical staffs' direction, and reports for review by the Health Care Manager, ensuring format, grammar, and documentation packaging are in compliance with Departmental/Division policies and procedures. Prepare and deliver daily reports of clinic activity, including patients seen by the Registered Nurse and Primary Care Providers.		
20%	Perform clerical support functions, including telephone receptionist duties (including providing information, support and direction to the public and answering routine questions); filing; maintain an up-to-date log of staff assignments; reproduce, fax documents, maintain correspondence files and subject matter files. Assist with monthly filing/exchange of the Medication Administration Record(s) (MAR) and retrieval of MSR(s) for patients transferring out of the institution.		

# DUTY STATEMENT

RPA/647- -

% 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. <i>(Use additional sheet if necessary)</i>	
10%	<p><b>ESSENTIAL FUNCTIONS, CONTINUED</b></p> <p>Assist with ordering and maintaining supplies and educational materials creating improved access, continuity and quality healthcare for the patient.</p> <p><b>WORK ENVIRONMENT:</b> The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p><b>MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:</b> Computers, printer, fax machines, photocopier, shredder, telephone, and usual office supplies.</p> <p><b>COMMENTS:</b> Information for this document was obtained by reviewing the State Personnel Board specification for this classification and by observing the duties as they are currently performed.</p>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<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.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT <b>California Correctional Health Care Services</b>		POSITION NUMBER (Agency – Unit – Class – Serial) <b>915-220-1139-XXX</b>				
UNIT NAME AND CITY LOCATED  <b>Mental Health – Psych Services Kern Valley State Prison, Delano</b>		CLASSIFICATION TITLE <b>Office Technician (Typing)</b>				
		WORKING TITLE				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP  <b>2</b>	CBID  <b>R04</b>	TENURE	TIME BASE
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO <b>3000 W Cecil Ave, Delano, CA 93215</b>				
INCUMBENT (If known)		EFFECTIVE DATE				
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 INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.						
<b>PRIMARY DOMAIN:</b>						
Under the supervision of the Office Services Supervisor II, the Office Technician (OT) (Typing), maintains mental health records of inmates receiving Mental health treatment at Kern Valley State Prison. The Office Technician is responsible for typing miscellaneous documents, maintaining computer databases, duplicating, distributing and filing all psychiatric chronos and other general office duties.						
% 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. (Use addition sheet if necessary)					
<b>ESSENTIAL FUNCTIONS</b>						
<b>65%</b>	Maintains the Mental Health Tracking System (MHTS) including input of data, pulling of specified reports, and auditing for compliance.					
<b>30%</b>	Types memorandums from the psychiatric Department. Maintains copies and a file of psychiatric chronos for department references. Answers telephones promptly. Covers telephones for Department staff when otherwise unattended. Keeps track of the location of all Department clinical staff in case of medical or psychiatric emergency.					
<b>5%</b>	Attends In-Service Training and On-the Job Training as mandated and performs additional duties as required.					
<b>KNOWLEDGE AND ABILITIES</b>						
<i>Knowledge of:</i> Modern office methods, supplies, and equipment; business English and correspondence; and principles of effective training.						
<i>Ability to:</i> Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules, and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar, and						

spelling; communicate effectively; and provide functional guidance.  <b>ADDITIONAL DESIRABLE QUALIFICATION</b> Education equivalent to completion of the twelfth grade. Demonstrate proficiency in Microsoft Office Suite, optional: Visio, Project, Access, and various clinical applications.  <b>SPECIAL REQUIREMENTS</b> Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.  <b>SPECIAL PHYSICAL CHARACTERISTICS</b> Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.  <b>SPECIAL PERSONAL CHARACTERISTICS</b> A demonstrated interest in assuming increasing responsibility		
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 915-214-1139-XXX				
UNIT NAME AND CITY LOCATED  Health Care Services Kern Valley State Prison - Delano		CLASSIFICATION TITLE Office Technician (Typing)				
		WORKING TITLE				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP  2	CBID  R04	TENURE	TIME BASE
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 3000 W Cecil Ave, Delano, CA 93215				
INCUMBENT (If known)		EFFECTIVE DATE				
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<b>PRIMARY DOMAIN:</b>						
Under the direction of the Health Program Manager III/Supervising Dentist or designee, the Office Technician (Typing) provides clerical support for individual dental clinics. The Office Technician (T) provides the necessary clerical support for the clinical staff in maintaining all forms and tracking systems in the operation of the dental clinic.						
% 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. (Use addition sheet if necessary)					
<b>ESSENTIAL FUNCTIONS</b>						
<b>35%</b>	Provide clerical support for individual dental clinics to included but not limited to: Daily maintenance, monitoring, tracking, and updating of dental programs chronological waiting list, 7362's request for treatment logs, 14 day, annual, and biannual dental examination schedules to ensure compliance with Dental Policy and Procedures; coordinate, monitor, track and disperse to inmate assignment the daily dental patient appointment lists; coordinate daily emergency dental referrals to the specific dental yard or dental staff member; maintain and file the log with the time, inmate's name, CDC number, and chief complaint; order and maintain all dental clinical treatment forms and records; daily collects, logs, separates, and forwards to each dentist their assigned inmate/patient's 7362 request for dental treatment; maintain, track and forward inmate trust withdrawal forms; pick up and return daily all Unit Health Records of inmate/patients to be seen for dental treatment; daily collects and files dentist daily treatment logs and monthly productivity logs.					
<b>35%</b>	Orders, maintains, and tracks inventories dental clinical supplies, office supplies, janitorial supplies; maintains and files dental equipment inventory and identification records, maintenance logs, service logs; coordinates, schedules, tracks, and arranges for dental equipment repair services; tracks and mails weekly spore tests, prosthetic logs; maintains, files all dental clinic logs (tool control sheets, needle and sharps logs, radiographic temperature logs, etc.); maintain weekly log of incoming and outgoing dental laundry gowns; arranges for and maintains monitoring and tracking logs in coordination with the institution's hazardous material specialist or designee, the pick up of all dental hazardous materials; maintains Illness and Injury Prevention					

<b>20%</b>	<p>Program training documentation for clinical staff.</p> <p>Takes incoming calls, directs calls to appropriate staff, and ensures that staff receive messages from callers when they are unavailable. Prepares and edits documents, and composes correspondence.</p>
<b>10%</b>	<p>Attends meetings and takes meeting minutes. Attends annual training as well as dental program training as required.</p>

	<p><b>KNOWLEDGE AND ABILITIES</b>  <i>Knowledge of:</i> Modern office methods, supplies and equipment; business English and correspondence; principles of effective training</p> <p><i>Ability to:</i> Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.</p> <p><b>DESIRABLE QUALIFICATIONS</b>  <u>Ability to:</u> Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.</p> <p><b>OTHER DOMAINS</b>                  Education equivalent to completion of the twelfth grade.</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b>                  Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or to constantly lift, carry, push, pull or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b>                  A demonstrated interest in assuming increasing responsibility.</p>
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SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

<b>SUPERVISOR'S NAME</b> (Print)	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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<b>EMPLOYEE'S NAME</b> (Print)	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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