



SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

DUTY STATEMENT

	RPA- -	EFFECTIVE DATE:
CDCR INSTITUTION OR DEPARTMENT Pelican Bay State Prison	POSITION NUMBER (Agency - Unit - Class - Serial)	
UNIT NAME AND CITY LOCATED Education – Crescent City, CA	CLASS TITLE Library Technical Assistant, Safety	
WORKING DAYS AND WORKING HOURS Varies	SPECIFIC LOCATION ASSIGNED Facility D	
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 394-234-1318-VAR	
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.		
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Supervisor of Correctional Education Program (SCEP) or Educational Administrator designee, and functional lead of the Senior Librarian (CF) when applicable, the Library Technical Assistant (LTA) (Safety) will perform the following duties in accordance with the State Personnel Board classification specification within the Institution's Legal or General Library collections. These duties may be performed in a library that is staffed by a Senior Librarian or Librarian, or the LTA may facilitate inmate access to libraries by performing these duties in a satellite library without continuous active supervision from an Education Administrator, a Senior Librarian or Librarian. The LTA will perform all duties in accordance with the Departmental regulations and policies that have been established for library operations. If circumstances arise that are not covered by existing regulations or policy, the LTA will seek direction from the appropriate supervisor.		
% 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>	
	Duties/Essential Functions:	
30%	Provide direct supervision of inmate clerks and inmates utilizing their assigned library in order to provide the inmates with their required access and to maintain institutional safety and security. Perform and/or monitor inmate clerks in the tasks associated with book circulation, catalog classification, upkeep, maintenance and inventory of library material, which includes but is not limited to delivering books and materials to the inmates in various housing units.	
20%	Maintain accurate records of inmate library use and access, which includes but is not limited to, records of legal materials requested and or delivered to an inmate, and records of time periods inmates are given to access the legal material and to conduct legal research.	
20%	Pull text, photocopy requested information, and deliver case law requested by inmates utilizing the institution's paging process in order to fulfill the mandated requirements of inmate access to the courts when an inmate is physically unable to access the material. Identify and pull requested source material based on the complete information provided by the inmate, or return the inmate's request if there is not sufficient information to identify the requested material.	
20%	Provide training, instruction and evaluation to inmate clerks and inmates on basic library resources and procedures. This may include but is not limited to how to find case law, how to utilize the library cataloging	

	system, how to utilize reference material and how to check out and return library materials. Adhere to the Institutional Worker Special Pay (IWSP) guidelines while supervising inmates, as well as assisting other IWSP supervisors as needed. Record and maintain accurate time worked by inmates via the Strategic Offender Management System
5%	Provide recommendations and documentation of facts and events to staff responding to inmate appeals based on the LTA involvement with the event in question as needed. Provide recommendations to supervisors on how to improve the overall effectiveness of the library system when requested.
5%	Other duties as assigned to include but not limited to attending training and/or staff meetings.
Indicate the duties and responsibilities assigned to the position.	

Knowledge and Abilities:

Knowledge of: Elementary principles of professional library work and use of standard library tools; classification and cataloging techniques employed in fiction materials and pre-cataloging techniques employed in nonfiction materials; library practices and procedures; data processing and research techniques related to library work; and library materials, including governmental publications, pamphlets, newspapers, manuscripts, periodicals, films, and microfilms.

Ability to: Communicate effectively at a level required for successful job performance; learn readily, reason logically and accurately; apply good judgment in making decisions in accordance with laws, rules, regulations, procedures, and library policies; direct the work of others; and maintain cooperative relations with others.

In addition to the above duties the LTA (Safety) must possess and demonstrate the following:

Special Personal Requirements: All incumbents must exhibit orderliness, tact, and neatness, and demonstrate an interest in library work and in assuming increasing responsibility. Must be willing to work with the resident population of a State correctional facility.

Special Physical Characteristics: Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, inmates/wards, or the public. Assignments during tour of duty may include sole responsibility for the supervision of inmates/wards and/or protection of personal and real property.

Physical Demands/Essential Functions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Frequently - may stand while utilizing the photocopier or providing instructions to inmates.

Walking: Frequently - will walk to inmates housing in various facilities and buildings, may walk to a printer, a staff member's desk or various offices to discuss issues.

Sitting: Occasionally - when using the computer terminal at the desk. Completing paperwork at the desk. There is

flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally - will lift paperwork and files weighing from zero to five pounds. He/she will occasionally lift binders weighing up to five pounds of information regarding regulations. Rarely, overhead lifting of approximately ten pounds of archive files will be necessary.

Carrying: Frequently – will use rolling carts to carry written books, supplies, exams, materials to and from designated areas, will carry the above noted files and supplies for short distances within the office area.

Stooping/Bending/Kneeling/Crouching: Occasionally - when accessing forms under a counter, or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the calculator, to perform paperwork duties, or file documents.

Reaching in Front of Body: Frequently - to access a computer terminal, a 10 key or telephone. He/she will reach when operating a photocopier and pulling files

Reaching Overhead: Occasionally - to reach the top shelves of a five-shelf vertical file.

Climbing: Occasionally - Climbs when using the step stool to reach files or forms. Climbs steps throughout the institution during performance of regular work responsibilities.

Balancing: Occasionally - Balances when using the step stool.

Pushing/Pulling: Frequently - will use rolling carts to carry written books, supplies and office materials to and from designated areas when opening desk drawers and retrieving binders and individual files.

Kneeling/Crouching: Occasionally - may choose to kneel/crouch when accessing information from a bottom drawer or shelf.

Crawling: N/A

Fine Finger Dexterity: Frequently - when sorting through paper, inputting information to the computer or operating a 10-key adding machine.

Hand/Wrist Movement: Frequently to Constantly - when sorting papers, looking through files, answering telephones, and photocopying, entering and retrieving data from the computer, filling out forms on a typewriter, or making handwritten notes.

Hearing/Speech: Useful for handling telephone inquiries and conversing with coworkers and employees.

Sight: Required for perusing files and accessing computer terminals.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Machines, Tools, Equipment, And Work-Aids: The employee utilizes a personal computer, printer, paper shredder, photocopier and usual office equipment.

Sexual Harassment Policy:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010

initial: _____

Code of Conduct:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

Incompatible Activities:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial: _____

Nepotism/Fraternization Policy:

Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25

Initial: _____

Comments: Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.

GENERAL POST ORDER ADDENDUM

General requirements: Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below);
- housing accommodations such as wheelchair accessible cells, medical beds for inmates/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and
- work rules that allow the inmate/patient to have a job consistent with his/her disabilities. Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications.

Equally Effective Communication: The Americans with Disabilities Act (ADA) and the *Armstrong* Remedial Plan require CDCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with inmates/patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document whether the inmates/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided if an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

DECS: The Disability Effective Communication System (DECS) contains information about inmates/patients with disabilities. Every institution has DECS access and staff must review the information it contains in making housing determinations and providing effective communication.

Housing restrictions: All inmates/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmates/patients are housed appropriately.

Prescribed Health Care Appliances (including dental appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager/Chief Executive Officer, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

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

