

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations		POSITION NUMBER (Agency-Unit-Class-Serial) 061-028-9927-243		MCR / HCR	
DIVISION / UNIT Interstate Compact Unit		CLASSIFICATION TITLE Program Technician			
		WORKING TITLE			
		TIME BASE / TENURE Perm/FT	CBID R04	WWG	COI Yes ☐ No ☐
LOCATION Sacramento		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
CALIFORNIA MODEL					
California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The CDCR and the CCHCS are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.					
DIVISION OVERVIEW					
The Division of Adult Parole Operations is responsible for protecting the community by enabling parole agents to play an active role in the local community's public safety plans and supporting the supervised population in their effort to successfully reintegrate into the community. The Division offers a wide range of programs and services and utilizes evidence-based tools to effect long-term behavior change for supervised individuals to earn an opportunity to discharge. The goal is to maintain gains during their parole period that will extend to post supervision. Following their release from incarceration, the Division supervises the most serious and violent persons in the state. The diverse population includes but is not limited to supervised persons with gang affiliations, persons sentenced to a life term, persons with mental illness, persons required to register pursuant to Penal Code 290, and Armstrong class members.					

GENERAL STATEMENT		
Under the close supervision of the Supervising Program Technician I, Division of Adult Parole Operations (DAPO) Interstate Compact Unit, the Program Technician will perform routine clerical duties and ensure that all documentation related to the Interstate Commission for Adult Offender Supervision (ICAOS) is processed in a timely manner, which includes 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%	Process and screen incoming and outgoing Reporting Instructions and Transfer Requests. Ensure documents are complete and processed in accordance with the Interstate Compact Rules and Unit's guidelines. Review all Interstate Compact cases to ensure that Reply to Transfer Requests, Notices of Arrival, Progress Reports, and Case Closure Notices are processed in a timely manner. Ensure that the Interstate Compact Offender Tracking System (ICOTS) and Strategic Offender Management System (SOMS) accurately reflect the offender's current status. Utilizing the ICOTS, determine the need for Progress Reports and generate the request to the appropriate state and/or local supervising parole/probation office.	
30%	Respond to inquiries from parole and probation units, other states, offenders, and family members via e-mail and telephone. Receive, screen, direct and/or forward incoming telephone calls to the appropriate desk or Officer of the Day.	
10%	Correspondence, including memorandums and letters, will be formulated and typed, as directed by the Interstate Compact Unit Supervisor (Parole Agent III) or other administrative staff. Various reports, including parole violations, miscellaneous decisions, and discharge reviews, will be typed, as needed. Other typing assignments may include: rosters, spreadsheets, and/or miscellaneous documents.	
10%	File and maintain field files and various parolee documents. Assist in the processing of overdue notices related to the Interstate Transfer process.	
10%	Responsible for identifying and dispersing incoming mail to the appropriate mailboxes and/or areas by utilizing the CDCR databases, including SOMS, and ICOTS. Incoming mail must be date and time stamped, then distributed. All other duties, as required and/or assigned.	
SPECIAL PERSONAL CHARACTERISTICS		
• Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture.		
SPECIAL REQUIREMENTS		
• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, 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 timeline 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