

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations (DAPO)		POSITION NUMBER (Agency-Unit-Class-Serial) 061-300-1139-203		MCR / HCR 1
DIVISION / UNIT Southern Region HQ- Personnel		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE P/FT	CBID R04	WWG 2
LOCATION Los Angeles County		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 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				

Revised: 11/24

Under the direction of the Staff Services Manager I, the Office Technician (Typing) assists with clerical responsibilities for the Southern Region Personnel Operations. The incumbent performs the following specific 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.
35%	• Maintain and enter all pertinent information from the Employee Information form (CDC 1220) onto a spreadsheet that can be easily accessible during emergencies. • Monitor the Off-work list and update the master employee list with employee changes such as separations, extended sick leave, retirements, and promotions. • Process Identification (ID) cards for new hires, employees with expired or lost IDs, volunteers, retirees, and outside agencies as approved by the personnel manager. • Update the ID Warrant database with Parole Agent information when there are changes in badge numbers, unit assignments, and classification changes. • Distribute forms to employees such as Retirement packets, CCW packets, DMV confidential forms, and ensure that the returned documents are completed correctly. • Coordinate and process payroll warrants for distribution to regional staff. • Compare the Position Authority Report (PAR) with the State Controller's Office (SCO) report and update the master employee list when positions are re-directed, established, or abolished. Report any discrepancies to the assigned Personnel Liaison.
35%	• Process all Carrying Concealed Weapon initial/renewal applications which include, creating a CCW folder, submitting the CDC 3056 to the Live Scan unit, mailing the Live Scan fee to accounting, emailing the OIA clearance report request to the Office of Internal Affairs, routing the forms to Return-To-Work Coordinator, the ERO and EEO coordinators for clearance. Once all forms and the Live Scan report is returned, prepare and submit the folder to the Regional Parole Administrator for approval/disapproval. • Live Scan employees for initial Carrying Concealed Weapons (CCW) permits, contractors, and new hires. • Receive and process retirement badges, lost/stolen ID and badge reports and Ride-Along applications. • Independently compose routine memorandums, assembles appropriate supporting documentation for review by the Personnel Liaisons. • Assist the Personnel Liaisons with Parole Agent academies that include screening applications, uploading documents and contacting applicants for interviews. • Schedule appointments with Personnel Liaisons for retirements and job interviews.
20%	• Serve as the contact of the Personnel unit for email/phone inquiries, take messages and direct inquiries to corresponding personnel staff. • Assist Personnel Liaisons in screening applications. • Contact and schedule applicants when an interview date has been arranged for a vacancy. • Prepare interview packets for the panel that include copying applications for each interview panel member, photocopying forms such as the Approval to Hire, the CDCR 1951, typing the names on the Interview schedule, and ensuring there are interview questions for each panel member.
5%	• Assist the Personnel Liaisons in the development and implementation of procedures and training tools for use within the Region. • Photocopy and assemble material for use in In-Service Training, oral presentations and hiring interviews; assist with the filing and faxing of confidential documents. • General filing and record keeping. • Other duties as assigned.
5%	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.

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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
• <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE