

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) 061-300-1139-206		MCR / HCR 1
DIVISION / UNIT Southern Region HQ-Business Services/Return-to-Work Unit		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 a Staff Services Manager I, the Office Technician (T) performs a variety of technical clerical duties to facilitate Regional Headquarters Business Services and Return-to-Work Operations. Typical duties include 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.
35%	- Business Services - Provides technical administrative support for Regional Business Services in entering data into Share Point, Fleet Report, BIS/SAP, Purchase Requisition Log, and Incentives Log. Types and tracks purchasing, procurement, contract and budget documents. Conducts searches for prospective direct billing vendors and contract bidders; processes payables as assigned. - Return-To-Work - Provides technical administrative support for Return-to-Work in entering data into the SCIF Log. Inputs updated information such as doctor's notes into the Off-Work tracking log and information in the BIS database; transmits the information to SCIF within the mandated timelines. Mail letters and SCIF information brochures to the injured worker
30%	- Business Services - Processes procurement orders for bus passes/token, food vouchers, Target cards. Provides training to field unit Fund Custodian staff on cash assistance policy and procedures. Issues "Cancellation of Authorization to Sign Bank Drafts" (910-A) forms for approval from Sacramento. - Return-To-Work –Schedule appointments with EE's for options discussions, disability retirements, or for any appointments relating to Return-to-Work or workers' compensation for the Return-to-Work Coordinator.
20%	- Business Services - Provides limited technical information to supervisors and administrators on a variety of business services questions regarding purchasing, vehicles, procurement, contracts and budgets; assist in preparing and typing justifications for business services and assist with special assignments and drills from DAPO HQ's; provides back-up coverage to Staff in Business Services. - Return-To-Work - Monitors and maintains the monthly off-work reports that come from field Parole Administrators and ensures that the monthly reports are thorough and sent in a timely manner. Contacts the Parole Administrators if clarification on a report is needed, if an off-work employee has not been contacted, or if the report is late.
10%	- Business Services - Scans/photocopy interview material, food vouchers, Target cards, vehicle forms prior to distribution. Files employees' Home Storage Permits, A-Cards, Registration Stickers, and Purchase Requisitions. Assists with responding to emails, phone calls and incoming/outgoing mail. . - Return-To-Work - Files SCIF and other related Workers' Comp documents. Opens, reads and distributes mail. Processes outgoing and incoming mail. Answers and directs all workers' comp phone calls.
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