

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

## POSITION DUTY STATEMENT

☐ PROPOSED☐ CURRENT

<b>CDCR INSTITUTION OR HEADQUARTERS PROGRAM</b> Richard J Donovan Correctional Facility		<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b> 030-216-6538-002		<b>MCR / HCR</b> 1	
<b>DIVISION / UNIT</b>  Business Services Division Plant Operations Department – Facility B		<b>CLASSIFICATION TITLE</b> Electrician II (Correctional Facility)			
		<b>WORKING TITLE</b> Electrician II (Correctional Facility)			
		<b>TIME BASE / TENURE</b>  R12	<b>CBID</b>  2	<b>WWG</b>  2	<b>COI</b>  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>LOCATION</b> 480 Alta Road, San Diego, CA 92179		<b>REVISION DATE</b> 12/1/2024		<b>INCUMBENT</b>  <b>EFFECTIVE DATE</b>	
<b>CDCR'S MISSION and VISION</b>					
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
<b>DIVISION OVERVIEW</b>					
<b>BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS</b> Positions in this series may instruct, lead, or supervise incarcerated individuals, wards, residents or patients of the Department of Corrections or the Department of the Youth Authority; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated individuals for contraband, such as weapons or illegal drugs. These classifications are subject to safety retirement.					
There is a parallel series of electrician, which is utilized by State agencies other than the Department of Corrections or the Department of the Youth Authority.					
Incumbents in this series maintain order and supervise the conduct of persons committed to the Department of Corrections and the Department of the Youth Authority; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated individuals, wards, residents, or patients for contraband, such as weapons or illegal drugs.					
This is the full journey level. In addition to the duties of the Electrician I, this level may prepare lists of materials and supplies; estimate the cost of and lay out a job; and lead the work of craftspeople or helpers.					
<b>BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</b> Under the direction of the Supervisor of Building Trades, staff will have the primary responsibility for the maintenance and repair of the institution's electrical systems on B yard and all areas associated with that yard. Due to institutional need staff may be redirected to maintain or repair other electrical systems throughout the institution. Your scheduled work hours are 0730 hours to 1530 hours Monday through Friday with Saturday, Sunday and Holidays off. The position in which you are assigned has two (2) fifteen (15) minute rest periods but no lunch period. During the rest periods you are not to leave the job site, unless directed differently by your supervisor. Incarcerated workers, under no circumstances, will perform maintenance or corrective work without direct supervision. This is a breach of security and will not be tolerated. The Electrician II is responsible for the following activities:					

**030-216-6538-002**

% 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%	Lead, instruct, and work with incarcerated electricians in the maintenance, installation, and repair of electric motors, heaters, lighting, generators, transformers, and other electrical equipment; estimate the cost and time frame to complete each job.	
30%	Complete assignments in the maintenance, installation, and repair of electrical equipment and circuits, prepare purchase requests, receive supplies, maintain inventories and records, maintain tool and material security control programs.	
25%	Perform Preventative Maintenance and Special Repairs on all electrical equipment.	
05%	Participate in appropriate In-Service Training; perform other related duties as required.	
	<p>Persons appointed to positions in this class 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 incarcerated individuals. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated individuals and/or the protection of personal and real property.</p> <p>When utilizing sensitive or confidential information, staff shall ensure that the information is not within view of other persons or incarcerated individuals. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive, or personal information into the workplace from outside of the institution. All office doors and confidential storage areas are to be locked when unattended.</p>	
<b>SPECIAL REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated population, visitors, nonemployees, and employees shall be made aware of this.</li> </ul>		
<b>CONSEQUENCE OF ERROR</b>		
<ul style="list-style-type: none"> <li>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.</li> </ul>		
<b>To be reviewed and signed by the supervisor and employee:</b>		
<b>EMPLOYEE'S STATEMENT:</b>		
<ul style="list-style-type: none"> <li>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</li> </ul>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
<b>SUPERVISOR'S STATEMENT:</b>		
<ul style="list-style-type: none"> <li>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</li> <li>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</li> </ul>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE