

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Health Care Facility (CHCF)		POSITION NUMBER (Agency-Unit-Class-Serial) 190-210-1139-XXX		MCR / HCR
DIVISION / UNIT  Division of Adult Institutions Americans with Disabilities Act (ADA)		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE FT	CBID R04	WWG 2
LOCATION Stockton, CA	INCUMBENT		EFFECTIVE DATE	
<b>CDCR'S MISSION, VISION and COMMITMENT</b>				
<p><b>Mission</b> 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.</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> <p><b>Commitment</b> CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.</p> <p>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.</p>				
<b>DIVISION OVERVIEW</b>				
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.				
<b>GENERAL STATEMENT</b>				
Under the supervision of the American Disability Act Correctional Administrator (ADA-AW), the Office Technician (Typing) (OT) performs a variety of clerical duties. The OT must have the ability to effectively communicate with staff and the public. Utilizing a				

variety of computer programs, the OT will complete routine and confidential correspondence, reports, and documents. The OT will be responsible for quality control of Division submissions by directing, screening, and proofing correspondence and replies to assignments from facilities. The OT will maintain the ADA-AW's appointment calendar, travel schedule, itinerary, and ensure that all assignment deadlines are tracked and monitored for completion. This position may be responsible for the supervision and timekeeping of inmate workers assigned.

% 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.
20%	Attend weekly Reasonable Accommodation Panel (RAP) meetings. Track, organize, and type 1824 responses; ensure responses are completed and turned in by due dates. Track and report monthly staff non-compliance; monitor and log accusation, assign out inquiry, and input findings and Americans with Disabilities Act Coordinator (ADAC) recommendations. Assist with Operational Procedure (OP) revisions and addendums.
20%	Responsible for the collection of grievances from designated grievance locked boxes daily. Coordinate monitoring tours and compliance review audits; including, but not limited to, attorney gate clearances, arranging transportation, educating incarcerated persons; coordinating file reviews, and arranging exit meetings. Track and ensure all monitoring tour reports and Corrective Action Plans are completed and turned in by due dates.
15%	Schedule staff and contract Sign Language Interpreters (SLI) for the institution's appointments, which includes medical, dental, custody, mental health and Education and Due Process. Track clearance information for the sign language interpreting contracts and process any billing associated with the SLI contract.
15%	Ensure monthly and quarterly reports are completed and submitted by their due dates. Track and report monthly ADA Out to Court log, Restricted Housing Unit (RHU) Placement log, SLI log, Developmental Disability Programs (DDP) Rules Violation Report (RVR) log, and COMPSTAT report. Track monthly Telecommunication Device for the Deaf (TDD) logs, Health Care Appliance logs, and wheelchair maintenance logs for auditing purposes to ensure compliance. Facilitate quarterly wheelchair maintenance with contractor.
15%	Schedule staff meetings, as necessary; compose routine correspondence, type memoranda, reports, letters, etc.; maintain confidential and administrative files, reports, and reference manuals. Communicate with Fresno Talking Book Library to obtain accommodation materials and submit applications on incarcerated person's behalf.
10%	Receive and screen all incoming correspondence, checking for completion of staff work; follow up to ensure all timelines are met; arrange correspondence for reply with appropriate background material attached for reference; maintain appointment calendar for ADA-AW. Answer phone calls, screen calls from staff and public, and act as a resource person.
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. Performs other job-related duties as appropriate for the classification as needed.

**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, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR		
<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>		
To be reviewed and signed by the supervisor and employee:		
<b>EMPLOYEE'S STATEMENT:</b> <ul style="list-style-type: none"> <li><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i></li> </ul>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
<b>SUPERVISOR'S STATEMENT:</b> <ul style="list-style-type: none"> <li><i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i></li> <li><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></li> </ul>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE