

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pleasant Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 435-261-1139-812		MCR / HCR
DIVISION / UNIT Division of Adult Institutions		CLASSIFICATION TITLE Office Technician (OT) Typing		
		WORKING TITLE Receptionist		
		TIME BASE / TENURE FT	CBID R04	WWG
LOCATION Administration-Personnel Office		INCUMBENT VACANT		EFFECTIVE DATE

CDCR'S MISSION and VISION and COMMITMENT

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.

COMMITMENT

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.

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.

DIVISION OVERVIEW

Under the direct supervision of the Personnel Supervisor II (PSII), the Office Technician (OT) functions as the Front Office Receptionist for the Personnel Office

GENERAL STATEMENT

This position performs a variety of technical clerical duties including but not limited to: general receptionist duties; ordering and maintaining adequate levels of office supplies and general forms; typing of various memos and correspondence; Identification (ID) cards; processes employee records, employee submitted documents, and the daily mail. Prepare orientation packages; assures confidentiality and security of personnel documents and matters at the front counter.

% 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% As a receptionist, answers telephone inquiries, greets employees and the general public with courtesy; Fields calls and directs inquires to the appropriate staff; Provide staff with requested forms; Processes the daily mail, both incoming and outgoing; open and date stamp all incoming mail, routing to appropriate staff or department. Processes any documents received from employees, routing to appropriate staff. Prepares mailing labels for all outgoing mail including overnight packages and assures timely processing. Prepares Photo ID cards (permanent and temporary) and maintains appropriate log and distributes accordingly;

25% Screen Employee Record of Attendance (CDCR 998s) as they come in for accuracy. Log all incoming Family Medical Leave Act, Employee Development Department, Franchise Tax Board, Child Support and Garnishment documents and forwards to appropriate office staff member. Receive, date stamp and process all incoming Federal Labor

	Standards Act's and file accurately. Receive, date stamp, and file gate clearances. Responsible for copy machine report due to Procurement the 25 th of each month. Update index cards for any address changes received, and make copies for appropriate areas. Update index cards for any phone number changes received, send original to Central Control and make copies for appropriate areas. Complete tool inventory report on a quarterly basis. Distributes, files, logs, and maintains Department of Motor Vehicle requests. Acts as a back-up and prepares and processes Form-5's for office supplies and office forms including distribution of such, and ensure sufficient supplies available for operation of Personnel Office. Conducts a weekly inventory of office supplies and forms; Ensures forms are updated when needed and form tree is kept stocked with appropriate forms. Updates exam bulletins and job opportunity bulletins binders, and employment list binders; Keeps adequate copies available for staff and the public.
15%	Assemble new employee orientation packages, ensuring sufficient supplies are available for this task. Updates packet documents and packet listing as needed. Provides receptionist assistance for delegated exams and assures appropriate forms are completed by candidates. Provides photocopies to staff as appropriate. Maintains various logs and files and provides staff with brochures and pamphlets as requested;
10%	Provides assistance and receives cross-training in the following areas: Transactions; Delegated Testing; Certification; Position Control; Return to Work. All work is clerical in general and includes: typing memorandums, correspondence, computer input and extraction of files, logs and various reports; filing; photocopying; preparing and mailing correspondence; organizing and purging files; telephone coverage; posting; maintaining logs, and special projects as assigned, etc.
10%	Provide clerical support to the PSII. This may include preparing and typing memorandums, correspondence, reports, etc.; update manuals; maintain files; keeps current tickler file; prepare agenda, take and type staff meeting minutes, etc.; photocopying; attend staff meetings as scheduled. Perform other duties as assigned and appropriate at the direction of the PSII or designee.
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 REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated persons, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: 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 time line 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
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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
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 POSITION DUTY STATEMENT

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CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pleasant Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 435-261-1139-811		MCR / HCR
DIVISION / UNIT Division of Adult Institutions		CLASSIFICATION TITLE Office Technician (OT) Typing		
		WORKING TITLE IDP/Timekeeper		
		TIME BASE / TENURE FT	CBID R04	WWG
LOCATION Administration-Personnel Office		INCUMBENT VACANT		EFFECTIVE DATE
CDCR'S MISSION and VISION and COMMITMENT				
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
COMMITMENT				
<p>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>				
DIVISION OVERVIEW				
Under the direct supervision of the Personnel Supervisor II (PSII), and the general direction of the Staff Services Manager I (SSMI), the OT will be responsible for correspondence, TIC systems, filing, tracking of custody and non-custody, probationary and annual reports, and copying and distribution of various informational items.				
GENERAL STATEMENT				
This position will assist in answering telephones, providing assistance at the front counter; and assist with Timekeeping. Interact with the public and employees. Assures confidentiality and security of personnel documents and matters at the front counter.				
% 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%	Track probationary and annual reports for non-custody and custody employees using computer program. Acts as liaison between Personnel, In-Service Training and Personnel Assignments, set up and maintain tic files to assure timely processing of reports. Back up the Custody Timekeeper in TeleStaff by assisting Timekeeper with posting to computer and mailing monthly late letters.			
30%	Process the custody Employee Attendance Record (CDCR 998s) after they are returned, checking for accuracy and appropriate substantiation. Remove absence markers in BIS. Generate letters for CDCR 998s that are delinquent, incomplete or have errors. Send and track all corrected Fair Labor Standards Act (FLSA) inquiries sent to the Watch			

	Office. Type and provide delinquent CDCR 998 listing to the PSII by the fifth (5 th) day of each month. Process and maintain weekly error reports in TeleStaff.
15%	Update, distribute and Filing of all FLSAs to wall, and purging of all FLSAs. Answer incoming telephone calls and type correspondence. Record probation date and forward to Personnel Specialist.
10%	Provides assistance and receives cross-training in the following areas: Front Counter, Transactions; Delegated Testing; Certification; Position Control; Return to Work. All work is clerical in general and includes: typing memos, correspondence, computer input and extraction of files, logs and various reports; filing; photocopying; preparing and mailing correspondence; organizing and purging files; telephone coverage; posting; maintaining.
5%	Act as backup to receptionist desk. Perform other duties as needed.
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.

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