

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT-GENERAL

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM AVENAL STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 026-261-1139-814		MCR / HCR 1
DIVISION / UNIT ADULT INSTITUTIONS		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)		
		WORKING TITLE OFFICE TECHNICIAN (TYPING)		
	TIME BASE / TENURE FT/P	CBID R04	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION DELEGATED TESTING	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION, 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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under the direct supervision of the Supervisor I (IPO), the Office Technician (T) (OT) will perform complex clerical duties to assist the Analyst I/Analyst II in the Delegated Testing Office. These duties will include scheduling hiring interviews, interview locations, and other tasks involved with the interview process. The incumbent must possess good verbal and written communication skills. The OT (T) must have thorough knowledge of office methods, machines, and procedures, evaluate situations, and act independently to solve the problem. The OT (T) must have knowledge of the operation of a personal computer and will be responsible for specific reports and data input.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The OT (T) will perform complex clerical duties to assist the Analyst I/Analyst II in the Delegated Testing Office. These duties will include scheduling hiring interviews, interview locations, and other tasks involved with the interview process. The incumbent must possess good verbal and written communication skills. The OT (T) must have thorough knowledge of office methods, machines, and procedures, evaluate situations, and act independently to solve the problem. The OT (T) must have knowledge of the operation of a personal computer and will be responsible for specific reports and data input.

% 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%	Performs the more complex and difficult clerical duties requested by the Supervisor I, Analyst I/Analyst II, including scheduling of hiring interviews, locations, determination of panel balance, and assist with typing and formatting interview questions.
40%	Track and log all CDC-647 documents as a backup for the Analyst I/Analyst II. Assist in testing and the setting up for the testing examinations. Compile and organize the complete hire packages for the Analyst I/Analyst II. Assist the FMLA coordinators with tracking of FMLA packets. Scanning and uploading forms to FMLA SharePoint.

10%	Communicate to the public and institutional staff the policies and laws of the exam process. Acts as a back up to the OT's in the Personnel Department. Ordering supplies for the unit. This will include independently ordering routine supplies; maintaining and distributing supplies as received; and ensure sufficient supplies are available for the efficient operation of the unit.
10%	Prepare weekly listing of all scheduled interviews. Copy, distribute, and file material as necessary. Perform other duties as assigned. Meets all IST requirements. 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 prison individuals, visitors, non-employees 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 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 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
-------------------------	----------------------	------

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
---------------------------	------------------------	------

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT- GENERAL

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM AVENAL STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 026-210-1139-809		MCR / HCR 1
DIVISION / UNIT ADULT INSTITUTIONS		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)		
		WORKING TITLE OFFICE TECHNICIAN (TYPING)		
		TIME BASE / TENURE FT/P	CBID R04	WWG 2
LOCATION IST	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION, 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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under the supervision of the In-Service Training Manager, the Office Technician (T)- OT (T) performs clerical functions, including composing correspondence, preparing monthly budgetary reports, and maintaining and troubleshooting the In-Service Training database program. The OT(T) relieves the manager and assistant managers of routine office details, answers routine correspondence and telephone inquiries. OT(T) deals with staff by phone and/or in person, and must accurately explain and apply departmental procedures, policies and regulations. Functional guidance and assistance is provided by the Office Assistant (T) to staff assigned to IST via the restricted duty program or redirection.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The Office Technician (T)- OT (T) performs clerical functions, including composing correspondence, preparing monthly budgetary reports, and maintaining and troubleshooting the In-Service Training database program. The OT(T) relieves the manager and assistant managers of routine office details, answers routine correspondence and telephone inquiries. OT(T) deals with staff by phone and/or in person, and must accurately explain and apply departmental procedures, policies and regulations. Functional guidance and assistance is provided by the Office Assistant (T) to staff assigned to IST via the restricted duty program or redirection.

% 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%	Types correspondence, prepare budget reports (spreadsheets), summary reports, exception reports, IST bulletin, and maintain IST database program.
35%	Receive and screen incoming telephone calls, answering inquiries as needed. Maintain both the office filing system and the "Employee Training" filing system, process staff checking out of the institution, track new and newly transferred employees.
20%	

10%	<p>Sign up staff for classes and range, print IST histories upon request, open and distribute mail as appropriate, update bulletin boards as necessary and utilize tickler file to ensure deadlines are met.</p> <p>Provide functional guidance for employees assigned to IST for temporary assignments and all other duties as required. . Meets all IST requirements. 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.</p>
-----	---

- 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 prison individuals, visitors, non-employees 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 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 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
-------------------------	----------------------	------

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
---------------------------	------------------------	------