

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CENTINELA STATE PRISON (CEN)		POSITION NUMBER (Agency-Unit-Class-Serial) 403-261-1139-800		MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions / California Department of Corrections and Rehabilitation		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE Office Technician (T)		
		TIME BASE / TENURE P/FT	CBID R04	WWG 2
LOCATION Administration – Warden’s Office		INCUMBENT		EFFECTIVE DATE
CDCR’S MISSION, 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> <p>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.</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				
The mission of the General Population institutions is to provide safe and secure housing for minimum to medium custody males while maximizing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.				
GENERAL STATEMENT				
Under the general direction of the Chief Deputy Warden, the Office Technician performs detailed assignments with a high degree of initiative, independence, and originality in performing assigned tasks. Relieves the Chief Deputy Warden of routine office details; maintains confidential and administrative files; attends meetings and conferences; takes and/or summarizes notes into minutes				

and subsequently makes distribution as necessary; arranges correspondence for reply in order of priority with appropriate background material attached for reference. Screens all incoming correspondence and assigns to the appropriate division head for reply, ensuring adequate follow-up, and that deadlines are met. Provides clerical support in the absence of the Warden’s secretary. Supervise two (2) incarcerated porters. **To meet the criteria for monthly Incarcerated People, Pay, you must supervise a minimum of 2 incarcerated people workers, who substantially replace civil service employees for a combined total of at least 120 hours per month. In addition, you must attach a letter to your monthly CDCR 998-A, Employee Attendance Record certified by your supervisor that the criteria to receive Incarcerated person Pay was met allowing the Personnel Office to proceed with monthly Incarcerated person Pay. CDCR 998-As submitted without the required certification will be sufficient cause to discontinue the monthly incarcerated person Pay incentive. Employees receiving incarcerated person Pay are responsible for retention of incarcerated person timesheets at each worksite. When incarcerated people are unassigned, it is your responsibility to contact the incarcerated person Assignments Office to have incarcerated people assigned to meet the above criteria. If the criteria are not met, you are not entitled to receive incarcerated person Pay and you must notify the Personnel Office immediately. In order to reinstate the Incarcerated people, Pay, you must notify the Personnel Office as soon as the criteria are met.**

% 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.
30%	Types and reviews material from a variety of sensitive reports and correspondence directed to control agencies, departmental personnel and private individuals involved in the planning and continuing operation of the institution.
25%	Maintains office filing systems; screens intra-departmental correspondence directed at the Chief Deputy Warden and determines routing of said correspondence. Initiates and/or composes correspondence/data for the Chief Deputy Warden’s signature. Maintains logs, calendar and TIC system to ensure timely response of incoming requests.
25%	Maintains the Chief Deputy Warden’s appointment schedule, makes necessary preparation for meetings and conferences. Arranges for the Chief Deputy Warden’s travel and itinerary plans. Schedules interviews and prepares appointment documents as required. Provides clerical support in the absence of the Warden’s secretary.
10%	Screens telephone calls for the Executive Staff referring calls to appropriate areas or researching requested information and returning calls.
5%	Supervise and complete all necessary paperwork for two incarcerated person porters.
5%	Perform administrative duties including, but not limited to adhering 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, non-employees, and employees shall be made aware of this.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None reported.

INCARCERATED PERSON SUPERVISORY RESPONSIBILITIES: When incarcerated person labor is utilized, the employee is responsible for supervising incarcerated person conduct, maintaining strict control over materials which could be used to make weapons; maintaining timecards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: One year's experience in California State service performing duties at a level of responsibility equivalent to that of an Office Assistant, range B. Or, two years of experience in typing and clerical work. (Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.

LANGUAGE SKILLS: Ability to spell correctly, use good English, follow oral and written directions, read and write English at a level required for successful job performance, meet and deal tactfully with the public, prepare correspondence using a wide knowledge of vocabulary, grammar and spelling, and communicate effectively.

MATHEMATICAL SKILLS: Make arithmetical computations of medium level of difficulty; ability to add, subtract, multiply, and divide all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY: Knowledge of modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

OTHER SKILLS AND ABILITIES: Ability to perform difficult clerical work; operate various office machines; type at a speed of not less than 40 words per minute from manuscript, Dictaphone, printed or typewritten material; extrapolate information from various documents; consistently exercise a high degree of initiative, independence and originality in performing assigned tasks; and to maintain regular attendance and be punctual.

OTHER QUALIFICATIONS: Knowledge of modern office methods, supplies and equipment; business English and correspondence; and principles of effective training.

SPECIAL PERSONAL CHARACTERISTICS: A demonstrated interest in assuming increasing responsibility.

ADDITIONAL DESIRABLE QUALIFICATIONS: Education equivalent to completion of the twelfth grade.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Sexual Harassment Policy:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010

Initial: _____

Code of Conduct:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated people and wards, families of incarcerated people and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and

cooperate fully with any investigation.

Initial: _____

Incompatible Activities:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial: _____

COMMENTS: The OT works from 0800-1600, Monday through Friday, or as needed to accommodate office needs.

Information for this job description was obtained by reviewing the California State Personnel Board specification for the position and by observation of the duties as they are currently performed.

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 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 WITH A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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