

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 394-216-7877-001		MCR / HCR 1
DIVISION / UNIT Plant Operations		CLASSIFICATION TITLE Laboratory Technician, CF		
		WORKING TITLE Laboratory Technician, CF		
		TIME BASE / TENURE Perm/ FT	CBID R11	WWG 2
LOCATION Crescent City, CA		INCUMBENT		EFFECTIVE DATE 01/01/2025
CDCR'S MISSION and VISION				
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.				
Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
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.				
DIVISION OVERVIEW				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the Chief Engineer I, CF, the Laboratory Technician, CF, is responsible for collecting, preparing and analyzing various water samples as required by the California Regional Quality Board and those required to control operation practices for the water and wastewater treatment process. Math and writing skills are required to perform these duties. Assists the Water and Sewage Plant Supervisors in Plant Operations and conducts Tailgate Safety meetings weekly.				
% 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%	Administer all applicable codes. Take samples and make routine quality and quantitative chemical and biochemical analysis of water and wastewater by standardized and predetermined methods. Make necessary arithmetical computations. Prepare standard reagents and chemical solutions. Filter and weigh samples preparatory to analysis. Clean and assemble laboratory apparatus and glassware. Record test data and keep records pertaining to analysis as required by regulating and certification agencies.			
35%	Maintain certification of the laboratory tests as required by the regulating agencies. Train and instruct incarcerated persons in sampling techniques and water and wastewater analysis, procedures and calculations. Other duties as required.			

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20%	Monitors security of work area, materials and tool control. Maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property. Inspects premises and searches incarcerated persons for contraband such as weapons or illegal drugs. Has regular, direct responsibility for work supervision, on-the-job training and work performance evaluation of at least two incarcerated persons who substantially replace civil service employees for a total of at least 173 hours per pay period.
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. Other duties as required.

SPECIAL REQUIREMENTS

Knowledge of: Chemical laboratory techniques, materials, and equipment, including those used in chemical and biochemical analyses of waters, soils, stream sediments, rocks, minerals, cements, feed, fertilizer, pesticides, meat and dairy products, fish and wildlife; principles of organic and inorganic chemistry; physical testing techniques, including specific gravity and magnetic susceptibility determinations.

Ability to: Read and write English at a level required for successful job performance; prepare laboratory reagents and assemble laboratory apparatus for chemical and biochemical analysis; follow directions, perform repetitive routine work, and keep accurate records.

Special Physical Characteristics: 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 persons.

Assignments during tour of duty may include sole responsibility for the supervision of incarcerated persons and/or the protection of personal and real property.

Language Skills: The Stationary Engineer must have the ability to communicate effectively both orally and in written form, as well as read and interpret documents such as safety regulations, departmental policies and procedures, equipment operating instructions, and technical manuals.

Mathematical Skills: The Stationary Engineer must be able to apply basic math skills to solve problems such as determining the number of cubic feet in a room or building, calculating the required number of air changes, or the quantity of fluid contained in a cylinder or container.

Reasoning Ability: Must possess the ability to evaluate situations accurately and take appropriate corrective action. The Stationary Engineer must be able to follow oral and written instructions, as well as be able to read and interpret blueprints and technical drawings (schematics). Must also possess the ability to plan layouts and estimate costs of electrical, mechanical, and electronic systems; requisition parts, supplies and equipment; and calculate systems requirements to provide estimates for modification or replacement of systems. Leads and trains subordinate and less senior personnel, and advises them of unusual problems, procedures, and practices.

Certificates, Licenses, Registrations: None required.

Other Skills and Abilities: None required.

Other Qualifications: None required.

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Physical Demands/Essential Functions: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
 Frequently: Involves 1/3 to 2/3 of workday
 Occasionally: Involves 1/3 or less of workday
 N/A: Activity or condition is not applicable

Standing: Frequently to Constantly - Take samples and quantitative chemical and biochemical analysis of water and wastewater by standardized and predetermined methods. Make necessary arithmetical computations. Prepare standard reagents and chemical solutions. Filter and weigh samples preparatory to analysis. Clean and assemble laboratory apparatus and glassware.

Walking: Frequently to Constantly – To offices, lab and water and wastewater sample collection sites in and out of plant.

Sitting: Frequently – Desk work, lab and driving.

Lifting: Occasionally to Frequently – Water samples, sample cooler containers, supplies and test equipment.

Carrying: Occasionally – Water samples, sample cooler containers supplies, files and test equipment.

Bending/Stooping: Occasionally or Frequently – Collecting water and wastewater samples as needed.

Reaching in Front of Body: Frequently to Constantly – For sample collection, files supplies and equipment.

Reaching Overhead: Occasionally - files supplies and test equipment.

Climbing: Occasionally to Frequently – Steps, ladders and step stools.

Balancing: Occasionally – Collecting samples, ladders and step stools.

Pushing/Pulling: Frequently to Constantly – File drawers, tables, chairs and equipment.

Crawling: Rarely – As required for sample collection.

Fine Finger Dexterity: Frequently to Constantly – Computer keyboard, telephone keypad, calculator and test equipment.

Hand/Wrist Movement: Frequently to Constantly - Computer keyboard, telephone keypad, calculator and test equipment.

Hearing/Speech/Sight: Constantly – Adequate vision and hearing, as well as the ability to speak clearly are required to perform the essential job duties.

Driving: Occasionally - will operate cars, trucks, electrical carts, electric or mechanical lifts in the performance of his/her duties.

Work Environment: The work environment characteristics described her are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may

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be made to enable individuals with disabilities to perform the essential functions. The Laboratory Technician will work closely with all levels of staff and public.

Machines, Tools, Equipment, and Work-Aids: Computer, printer, fax machine, photocopier, telephone, scanner, paper shredder, basic office supplies, hand tools and equipment, small machinery, ladders, and various types of vehicles.

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 times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated persons and wards, families of incarcerated persons 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: _____

Nepotism/Fraternization Policy:

Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25

Initial: _____

Comments: Information for this job description was obtained by reviewing the California State Personnel Board Specification for the position, through observation of duties as they are currently performed; personal experience, education, and knowledge of the trade. 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

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*

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