

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Salinas Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 936-261-1139-809		MCR / HCR	
DIVISION / UNIT Employee Relations Office		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (T)			
		TIME BASE / TENURE	CBID R04	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Soledad, California		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					
GENERAL STATEMENT					
Under the direct supervision of the Employee Relations Officer (ERO), the Office Technician (T) performs clerical duties in the Labor Relations Office and Employee Relations Office.					

% 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%	<p>Labor Relations Office: Log grievances and record alleged contract violations, class actions, health and safety, etc. Set up due dates and follow-up. Type second level responses for warden’s signature, issue to employee or employee representative</p> <p>Employee Relations Office: Track Requests for Administrative Reviews. Prepare case files by requesting employee files from IST and Personnel. Schedule 402/403 case conferences with Warden and all appropriate parties. Prepare supporting materials to the Notice of Adverse Action and prepare complete package for service by ERO. Schedule Skelly Hearings and prepare all required paperwork for ERO and Hearing Officer, take notes at Skelly Hearings. Prepare ATO/Redirect reports for ERO, Warden and/or headquarters. Utilize Allegation Against Staff Tracking System (AASTS) to generate workque numbers and track adverse action process in system. Send closure notices to appropriate departments for Adverse Actions. Prepare investigative closure memorandums for Warden’s signature and when applicable mail notices to employee’s home address or prepare for service by ERO.</p>
30 %	<p>General Duties: Type correspondence, answer phones, copy, file and maintain records for the Employee Relations Officer. Route and log transfer packages coming through the Employee Relations Office. Log and track Letters of Instruction for ERO review, and CDW and Warden approval. Notify Personnel of documents approved for placement in the employee’s OPF and forward documents to Personnel. Notify Personnel of document removal requests approved by Warden. Refer and assist staff and other agencies in the absence of Employee Relations Officer.</p>
20%	<p>Prepare ATO Notices, Banned from Grounds, and Redirect Notices for Warden’s signature and notify facility heads and affected areas, prepare case file and all documents for service by ERO.</p> <p>Union Contract: Keep and update all union contracts. Be familiar with and use union contracts as references. Prepare reports and correspondences for the Labor Relations Analyst to the union representatives. Act as scribe during negotiations while alongside the Labor Relations Analyst. Present management position with respect to employer-employee relations.</p>
15%	<p>Prepare case files for retention. Organize, inventory, and place monthly orders for office supplies. Provide back-up support to Warden’s Office.</p>

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

- 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
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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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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Salinas Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 936-224-1139-918		MCR / HCR	
DIVISION / UNIT		CLASSIFICATION TITLE Office Technician (Typing) SMIE			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE	CBID	WWG	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION Office of Offender Grievances (OOG)		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					
Assess, process and track all submitted inmate grievances pursuant to the procedures set forth in the California Code of Regulations (CCR), Title 15 3480-3487.					
GENERAL STATEMENT					
Under the direction of the institutional Chief Deputy Warden (CDW). This position's primary function is to facilitate interview requests submitted by the Centralized Screening Team (CST) for clarifying interviews with inmates. This position will also provide clerical support, to the OOG and the assigned grievance Staff Services Manager I (SSMI) located in the Employee Relations Office (ERO), with processing allegations of staff misconduct.					

% 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%	Review established CST email account several times a day, for CST interview requests and schedule interviews within 48 hours of request. Facilitate interviews between inmates and CST staff, utilizing assigned cell phone. Assist in scheduling Office of Internal Affairs (OIA) interviews with staff. Process, conduct, respond and log requests submitted by CST and OIA. This may include additional documentation and/or clarifying inmate interviews.
20 %	Process, log and distribute incoming and outgoing mail for the OOG and OOG-SSMI. Maintain files on pending staff misconduct allegations, regular correspondence and litigation. Type and print various documents for the inmate grievance and allegations of staff misconduct process. Track pending investigations/inquiries regarding allegations of staff misconduct. Ensure the alleged staff misconduct investigative/inquiry files are current, filed and contain the appropriate records.
15%	Assist Grievance Coordinator and OOG-SSMI in maintaining the Offender Grievance Tracking (OGT) system in the Strategic Offender Management System (SOMS) and the Allegations Against Staff Tracking System (AASTS). Provide records to the Litigation Coordinator regarding pending cases.
10%	Work closely with Grievance Coordinator and OOG-SSMI to tabulate information on new issues, trends, court decisions and COMPSTAT information. Work closely with the Correctional Counselor II, Specialist and the Litigation Coordinator (LC) to disseminate information on new issues, trends, and court decisions.
5%	Attend institutional staff meetings and take notes on all issues related to the OOG.
5%	Answer phones, make copies, scan documents perform other general office duties as required.
5%	Participate in appropriate In-Service training. Serve as back-up to the Employee Relations Office – Office Technician. 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

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