

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

|   |           |  |                |                  |
|---|-----------|--|----------------|------------------|
| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>SQSP            |           | POSITION NUMBER (Agency-Unit-Class-Serial)<br>095-216-6521-XXX |                | MCR / HCR<br>1/F |
| DIVISION / UNIT<br><br>Business Services / Plant Operations |           | CLASSIFICATION TITLE<br>Electrician II, CF                     |                |                  |
|   |           | WORKING TITLE  |                |                  |
|   |           | TIME BASE / TENURE<br>PFT                                      | CBID<br>R12    | WWG<br>2         |
| LOCATION  | INCUMBENT |  | EFFECTIVE DATE |                  |

**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

**GENERAL STATEMENT**

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

Under direction of the Supervisor of Building Trades, C.F., this is the Lead worker level. Incumbents plan, lay out lead and inspect the work of a group of Electricians and other workers engaged in the installation, maintenance, and repair of electrical apparatus and equipment; make rough sketches of and estimate the cost of minor electrical installations; advise in the selection of electrical materials, see that work is done according to plans and specifications, and is properly correlated with other trades; and see that safety regulations are followed.

**% 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.**

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| 40% | Assembles, installs, and repairs complex electrical circuits, motors, heaters, generators, transformers, switchboards, and other electrical apparatus; leads, instructs, and works with a small crew of inmate workers in the installation of transmission lines for electrical equipment, and in the operation and repair of electrical power generating plants and other electrical equipment.   |
| 35% | Inspects electrical systems to locate trouble and determine needed repairs; sees that safety rules are observed; supervises the maintenance of electrical shop and electronics shop; draws diagrams and sketches.  |
| 20% | Plans and lays out schedules; requisitions materials and equipment necessary to complete work orders in assigned areas; reads schematics, plans and blueprints; provides guidance to inmates; assists in the completion of maintenance work orders; ensures that materials and equipment are prepared and ready for scheduled work; contacts outside vendors for price quotes; prepares Form CDC 954 (Intraoffice Requisition); and keeps simple work records. |

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| 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. Attends all meetings, training, and seminars as needed or required. Performs other related duties. |
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**SPECIAL REQUIREMENTS**

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

**SUPERVISORY RESPONSIBILITIES:** Responsible for supervising inmate work crew.

**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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** **Either I:** Two years of varied experience as a journey level electrician; and Completion of a recognized apprenticeship as an electrician. **Or II** Six years of varied experience in electrical installation and repair. An Associate of Arts or Certificate of Arts Degree in Electrical Technology may be substituted for two years of the required experience. (Students who are within six months of completing their degree will be admitted to the examination but they must present evidence of completion prior to appointment.)

**KNOWLEDGE AND ABILITIES:** Knowledge of: Principles, methods, materials, tools, and equipment used in the installation, maintenance, and repair of electrical equipment; National Electric Code and Electrical Safety Orders of the Division of Industrial Safety applicable to electrical work.

Skill in: Installation, maintenance and repair of electrical equipment.

Ability to: Read and write English at a level required for successful job performance; read, interpret and work from plans, drawings, and specifications; make rough sketches and estimates of the cost of electrical work; keep simple records and make reports. Also to plan, layout, direct and inspect the work of a crew of electricians and helpers.

**LANGUAGE SKILLS:** Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform financial and statistical clerical work.

**REASONING ABILITY:** Ability to analyze data and draw logical conclusions, and apply departmental rules and regulations to specific instances.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None noted.

**OTHER SKILLS AND ABILITIES:** Ability to maintain regular attendance and to be punctual.

**OTHER QUALIFICATIONS:** Knowledge of modern office methods, supplies and equipment; business English and correspondence; methods, practices and terminology used in financial and statistical record-keeping work.

**SPECIAL PERSONAL 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 inmates.

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

**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 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:** Constantly – To perform Electrician duties, file, shred, or confer with other staff.

**Walking:** Constantly – To report to work site, access printouts from the printer, obtain files or supplies, or confer with other staff.

**Sitting:** Occasionally – To operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

**Lifting:** Frequently – To lift materials and tools.

**Carrying:** Frequently – To move the above noted items short distances.

**Bending/Stooping:** Frequently – To move materials and tools. Slight bending at the waist and neck may occur frequently during the day while working at a desk over.

**Reaching in Front of Body:** Frequently – To perform job duties.

**Reaching Overhead:** Frequently – To retrieve materials and tools to perform job duties.

**Climbing:** Frequently – To utilize stairs and ladders.

**Balancing:** Frequently – To maneuver the uneven terrain in and around the institution.

**Pushing/Pulling:** Frequently – To perform Electrician duties as needed.

**Kneeling/Crouching:** Frequently – To perform Electrician duties as needed.

**Crawling:** Occasionally – To perform Electrician duties as needed.

**Fine Finger Dexterity:** Frequently – To sort through paper, operate a computer, and perform job duties.

**Hand/Wrist Movement:** Frequently – To operate a computer, telephone, photocopier, and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to use hand and power tools.

**Driving Cars/Trucks/Forklifts or Other Moving Equipment:** Occasionally – To utilize electric cart, fork lift and scissor lift, if trained.

**Hearing/Speech:** Occasionally – To communicate with co-workers and by telephone.

**Sight:** Constantly – To access a computer, read, review and generate paperwork, and to inspect and perform job duties.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Electrician III, CF; works in an office area where each employee has their own desk area. Floors are carpeted/linoleum covered concrete and lighting is florescent. Temperatures are thermostatically controlled. The Electrician III, CF; may occasionally walk outside to obtain paperwork from another office.

**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Hand and power tools, electric saws, ladders various electrical meters and equipment, telephone, personal computer, printer, copy machine.

**COMMENTS:** Work hours from 6:30am to 2:30pm, Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

**EMPLOYEE'S COMMENTS:**

**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 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 |
|---------------------------|------------------------|------|