

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-210-1139-807		MCR / HCR 1	
DIVISION / UNIT Custody Support Facility B – Program Office		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 11/30/2024	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 This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies, and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the close supervision of the Captain in Facility B, the Office Technician (Typing) is responsible for the clerical operations of the Facility Program Office. Duties include but are not limited to the following:					
% 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%	Type all confidential memorandums utilizing the word processor as well as various and sundry letters for the Facility Captain and Custody Staff; assist the International Treaty Exchange Coordinator by typing documents for the Board of Prison Terms.				
35%	Type Performance Reports, Letters of Instruction and Investigative Reports leading to Letters of Instructions, Confidential Documents, Incident Reports, 602 Appeal Responses, Confidential 128As and 128Bs, CDC 115 Tracking System, Post Orders, Monthly Reports, Staff Meetings, Employee Counseling Reports plus any needed correspondence; ensure proper format, punctuation, grammar, and necessary documentation is attached.				
10%	Answer all incoming calls, directing them to the proper areas, taking messages and assisting in general information; distribute incoming/outgoing mail to appropriate staff; copy material as required.				

030-210-1139-807

10%	Establish and maintain a "TIC" file system for tracking projects and assignments given to staff by the Facility Captain, such a Performance Reports, Monthly Statistical Reports, Incident Reports, CDC-115s, Memorandums, as well as letters for the Warden's signature. Maintain attendance records for the Correctional Counselor II and Correctional Counselors assigned to Facility 1 and submit a monthly attendance report to Personnel.
05%	Order all supplies for the Facility, including Housing Units, Culinary and Program Office. Maintain and update the Departmental Operations Manuals, Director's Rules, and Administrative Bulletin Manual. Make travel arrangements, and other duties as required.
	When utilizing sensitive or confidential information, staff shall ensure that the information is not within view of other persons or incarcerated workers. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive, or personal information into the workplace from outside of the institution.
	The incumbent is responsible for supervising three (3) incarcerated workers, including reviewing their performance, proofing all paperwork generated from the Facility Office produced by staff and all Incarcerated Clerks assigned to the office (115s, 128As, and Bs, and ensuring proper format is set, punctuation, grammar and necessary documents attached, etc.). The incumbent must review every work assignment given to Incarcerated Clerks, as needed, and prepare Incarcerated Clerks timecards every month for those supervised. In the event an incarcerated worker under the incumbent's supervision fails to report to their assignment within 10-15 minutes, they will contact the respective Housing Unit and/or Work Change Officers to determine the whereabouts of the incarcerated worker. The incumbent is responsible for conducting random and unscheduled inspections of incarcerated workers work areas for potential escape material and contraband.

SPECIAL REQUIREMENTS

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

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-216-1139-850		MCR / HCR 1	
DIVISION / UNIT Business Services Division Plant Operations Department		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 5/1/2025	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 This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively are of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees. Positions allocated to this special area are distinguished from other clerical classes by being regularly required to perform typing duties as an essential part of the job which may include any combination of the general office duties listed in the "Definition of Series". Typically, typing encompasses a significant proportion of the work time.					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Correctional Plant Manager II, CF, the Office Technician (Typing) will provide services for the function of the institution's Plant Operations Department. Scheduled work hours are 0730 hours to 1530 hours with two (2) fifteen (15) minute rest periods. Your scheduled days off are Saturday, Sunday and Holidays. It is a straight eight (8) hour shift. Rest periods will be staggered whereby other staff in the area will supervise incarcerated workers. The incumbent will not assume incarcerated worker's supervision or other duties of this job assignment during rest periods. The incumbent may not leave the job site during rest periods unless otherwise directed by the immediate supervisor. Duties include but are not limited to the following:					
% 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%	Type all confidential memorandums utilizing the word processor as well as various and sundry letters for the Correctional Plant Manager I, CF.				

030-216-1139-850

35%	Type Performance Reports, Letters of Instruction and Investigative Reports leading to Letters of Instructions, Confidential Documents, Incident Reports, 602 Appeal Responses, Confidential 128As and 128Bs, CDC 115 Tracking System, Monthly Reports, Staff Meetings, Employee Counseling Reports plus any needed correspondence; ensure proper format, punctuation, grammar and necessary documentation is attached.
10%	Answer all incoming calls, direct them to the proper areas, take messages and assist in general information; distribute incoming/outgoing mail to appropriate staff; copy material as required.
10%	Establish and maintain a "TIC" file system for tracking projects and assignments given to staff by the Correctional Plant Manager I, CF, such a Performance Reports, Monthly Statistical Reports, Incident Reports, CDC-115s, Memorandums, as well as letters for the Warden's signature. Maintain attendance records for the Correctional Plant Manager I, CF.
05%	Order all supplies for the Plant Operations Department. Maintain and update the Departmental Operations Manuals, Director's Rules and Administrative Bulletin Manual. Make travel arrangements, and other related duties as required.
	When utilizing sensitive or confidential information, staff will ensure that the information is not viewable by any other individuals or incarcerated individuals. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive, or personal information into the workplace from outside of the institution.
	The incumbent is responsible for supervising three (3) incarcerated individuals, including reviewing their performance, reviewing all paperwork generated from the Facility Office produced by staff and all Incarcerated Worker Clerks assigned to the office (115s, 128As, and B's, and ensuring proper format is set, punctuation, grammar and necessary documents attached, etc.). The incumbent must review every work assignment given to Incarcerated Worker Clerks, as needed, and prepare Incarcerated Worker Clerk Timecards every month for those supervised. In the event an incarcerated worker under the incumbent's supervision fails to report to their assignment within 10-15 minutes, they will contact the respective Housing Unit and/or Work Change Officers to determine the whereabouts of the incarcerated worker. The incumbent is responsible for conducting random and unscheduled inspections of incarcerated individual work areas for potential escape material and contraband.

SPECIAL REQUIREMENTS

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

CONSEQUENCE OF ERROR

- Consequences of error may result in a 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