

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CSP-Solano		POSITION NUMBER (Agency-Unit-Class-Serial) 674-210-1139-803		MCR / HCR 1
DIVISION / UNIT State of California Department of Corrections and Rehabilitation California State Prison - Solano		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE ISU Office Technician (Typing)		
		TIME BASE / TENURE P/FT	CBID R04	WWG 2
LOCATION Vacaville, 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> <p>CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.</p>				
DIVISION OVERVIEW				
California State Prison, Solano (CSP-Solano) is an institution responsible for the care, custody, and rehabilitation of incarcerated individuals. CSP-Solano offers a variety of programs aimed at reducing recidivism, including academic education, vocational training, substance abuse treatment, and other rehabilitative services. Staff within the institution support CDCR's mission by ensuring the safe and effective operation of the facility, promoting positive change and upholding the highest standards of professionalism and integrity.				

GENERAL STATEMENT	
<p>Under the direction of Investigative Services Unit Correctional Lieutenant, the ISU Office Technician (Typing) assists in preparation of incident statistics and adverse action investigation packages. The ISU Office Technician (Typing) independently interacts with high-level management and outside agencies (Solano County District Attorney, law enforcement agencies, etc.) and acts as a primary resource for CSP-Solano ISU with regard to incident referrals and litigation.</p>	
% 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.
45%	<p>Acts as liaison between the Investigative Services Unit and the Solano County District Attorney to include tracking of all District Attorney Referrals throughout the court system until completion of litigation. Evaluates incident packages referred to the District Attorney for adherence to guidelines for acceptance. Coordinates information received from numerous sources to ensure timely notification for adjudication of pending Rules Violation Reports. Provide technical assistance to Division Head secretaries regarding proper format/reports included in incident packages. Ensures information regarding District Attorney Referral cases is disseminated to all appropriate staff in a timely manner. Generates weekly listing of serious incident litigation progress to the Warden; overall monthly listing of litigated cases in process by the Solano County District Attorney. Provides statistics upon request to Central Office regarding incidents occurring at CSP-Solano. Maintains overall incident log and District Attorney Referral logs at CSP-Solano. Shared responsibility for typing and inputting pertaining to all Internal Affairs cases (CDC 989s, notice of service memos, etc.) with the Employee Relations Office. Transcribe investigative interview CDs. Proofread investigative reports to ensure their accuracy prior to submitting to the Warden. Provide copies of approved Internal Affairs Investigation Request forms and Investigative Reports to the Office of Internal Affairs. Provide copies of investigative reports, backup documentation, audio and video cassettes for sustained investigations to the Employee Relations Officer as needed. Keep all Internal Affairs and staff information in the strictest of confidence.</p>
30%	<p>Provide clerical support to ISU staff consisting of Correctional Lieutenant, Correctional Sergeant, and Several Correctional Officers. Transcribe taped interviews of both incarcerated individuals and staff; transcribe confidential taped debriefing process of gang members which is supplied to Special Services Unit for polygraph proceedings; transcribe administrative interviews; type Adverse Actions Packages (i.e. initial investigations, 989A & Bs, completed summary of Adverse Actions); type correspondence (Chronos, memos, etc.) for ISU staff. Update and maintain weekly and monthly internal Affairs status reports while sharing overall responsibility with the Employee Relations Office for purging and archiving internal affairs case files and records.</p>
10%	<p>Provide statistics upon request with the Office of Correctional Safety/Special Services Unit regarding incidents occurring at the institution. Maintain appointment calendar for the ISU Lieutenant and other staff as needed. Maintain TIC system for ISU Office. Schedule staff for training which includes completing Request for Travel, making lodging reservations and scheduling flights/rental cars, ensuring travel and registration checks are completed in a timely manner and process completed Travel Expense Claims.</p>
10%	<p>Maintain technical logs for incident packages, urinalysis results, staff assaults, appeals assigned to ISU, TIC list ISU correspondence. Maintain ISU records and files, Assist with the review/translation (Spanish) of incarcerated individual correspondence for illegal activities. Answer telephones, take messages and assure appropriate staff is notified when such pertains to them. Type work orders as appropriate. Prepare paperwork for the purchase of material and work equipment, order stationary supplies.</p>
5%	<p>Other miscellaneous duties as assigned; attend mandatory IST training classes. May be required to supervise Incarcerated Persons.</p>
SPECIAL PERSONAL CHARACTERISTICS	
<ul style="list-style-type: none"> • 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		
<ul style="list-style-type: none">CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, nonemployees, and employees shall be made aware of this.		
CONSEQUENCE OF ERROR		
<ul style="list-style-type: none">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: <ul style="list-style-type: none"><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT: <ul style="list-style-type: none"><i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i><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