

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pleasant Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 435-261-1139-801		MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions-Administration		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE Office Technician (T)		
		TIME BASE / TENURE FT	CBID R04	WWG 2
LOCATION Community Resource Manager, DOC		INCUMBENT VACANT		EFFECTIVE DATE

CDCR'S MISSION and VISION and COMMITMENT

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.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

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.

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.

DIVISION OVERVIEW

Under the direct supervision of the Community Resources Manager (CRM), the Office Technician (T) regularly performs a variety of the most difficult clerical duties and is expected to consistently exercise a high degree of initiative, independence, originality and technical knowledge in performing assigned tasks, often times without supervision.

GENERAL STATEMENT

the Office Technician performs duties for the maintenance of efficient flow of paperwork; collection, accounting, filing, and tracking of documents. Conducts program data entry such as the Volunteer Tracking System (VTRACK), and assists the Associate Governmental Program Analyst with COMPSTAT information for the Community Partnerships database. Maintains complete up-to-date volunteer information, and oversees and assists with CRM office operations, and maintains compliance with division responsibilities and procedures.

% 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%

Assists with the office operations for the CRM. Updates the Community Partnerships' COMPSTAT and VTRACK databases (Religious Volunteer information). Prepares correspondence for the CRM. Maintains complete, up-to-date volunteer files. Updates volunteer data logs for the CRM. Ensures that all memorandums are correct, complete, and copies are sent to the appropriate areas. Tracks renewal dates for volunteers, and ensures the packages are completed correctly and on time. Assists with training modules and updates By-laws and procedures for Incarcerated person Activity Groups (IAGS), assists with the paper work associated with incarcerated person fundraising events. Religious Services Programs, Chaplains, and events within and outside of the institution.

30%	<p>Maintain a positive attitude when dealing with staff, volunteers, and frequent phone calls. Assists the CRM with tracking Rehabilitation Achievement Credits (RAC) for eligible IAGS programs, and record meeting minutes,</p> <p>Accurately updates the gate clearance database. Screens daily flow of paperwork, communications with staff, volunteers, and the public. Maintains the CRMs daily, weekly, and monthly schedule of meetings and events.</p>
20%	<p>Responsible for reviewing timekeeping documents for Self Help Sponsors (SHS) and Chaplains reporting to the Community Resources Manager. Copies and routes various materials to the units and incarcerated persons. Answers and screens calls from institutional personnel and the public. Maintains accurate files and records. Processes institutional COMPSTAT reports monthly for CRM. Tracks performance and probationary reports for Community Resources staff. Assists the CRM with generating memorandums for incarcerated person marriages.</p>
5%	<p>Orders and maintains supplies and materials inventory for the Chaplains and IAGS. Assist the CRM with vendor bids and purchasing documents, types Department Operations Manual and Operational Procedures for the CRM. Provides assistance for Cal-ATERS travel submissions. Other appropriate tasks as needed. Attends required yearly In-Service-Training of 22 hours, with an additional 12.5 hours of on the job training, totaling 34.5 hours.</p>
5%	<p>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.</p>

SPECIAL REQUIREMENTS

- 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

- 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
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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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CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pleasant Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 435-210-1139-807 (IWSP)		MCR / HCR 2
DIVISION / UNIT Division of Adult Institutions		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE Facility B Office Technician (OT)		
		TIME BASE / TENURE FT	CBID R04	WWG 1
LOCATION Facility B		INCUMBENT VACANT		EFFECTIVE DATE 08/13/2025

CDCR'S MISSION and VISION and COMMITMENT

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.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

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.

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DIVISION OVERVIEW

Under the direct supervision of the Captain, AI, Facility B, the OT, performs a wide range of the more difficult clerical duties, working in an independent setting, exercising good judgment, and communicate effectively.

GENERAL STATEMENT

The OT will oversee daily office functions and take initiative to ensure all assignments are completed thoroughly, in the most efficient manner. Assumes responsibility of the direct supervision of incarcerated person clerks/porters in the Program 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.**

40%

Works independently in typing memorandums, chronos, confidential reports/letters, and grievances for the Captain, AI, Facility B, Correctional Counselor II, Correctional Counselor I's, Correctional Lieutenant, and Correctional Sergeant. Responsible to proofread and type various memorandums, chronos, legal, and non-legal documents, staff evaluation reports, closure reports, incident packages, and other designated projects for staff. Types correspondence letters and memorandums for the Warden's, Chief Deputy Warden's, and Correctional Administrator's review/signature, felony referral letters, staff performance reports, post orders for Facility B, and other reports as directed. Provides secretarial coverage for the Correctional Administrator, Complex I, and Facility A, in the absence of the assigned OT. Provides training to new Office Assistants/Technicians. Handles all other job assignments as directed by the Captain, AI, Facility B. The OT is responsible to independently take initiative and oversee the office; ensuring required daily duties are completed thoroughly/accurately, and prioritized accordingly. The OT is responsible to evaluate the office work setting and determine the most productive work methods, in order to establish an efficient work environment.

40%	Independently responsible for the direct supervision of incarcerated person clerks in the program office. Completes daily incarcerated person time sheets/cards, work performance reports, disseminates assignments to clerks, and proofreads typed reports for accuracy and completeness. Per Operations Procedure (OP) 904, Institutional Worker Supervision Pay (IWSP) Program, maintains an IWSP binder, providing required documents for the annual IWSP audit: Incarcerated person Monthly Time log, Incarcerated person duty Statement/Job Description, Incarcerated person Work Performance Reports, On-the-Job Training records. The OT is the designated receptionist for the Program Office, and all housing units. Maintains a tickler file for all job assignments, grievance logs, incident report logs, closure report log, and other projects. Types confidential CDC 115, and Department Operations Manual and OP updates. Orders and distributes office supplies on a monthly basis for the Program Office and all housing units on Facility B. Conducts computer training to staff, when needed. Maintains an inventory of all office equipment on a monthly basis and calls for repairs.
15%	Orders office furniture or special orders from outside vendors, when needed. Maintains the upkeep of all office equipment in the Program Office and all housing units. Pick-up and distribute mail for staff. Attends monthly secretarial meetings. Attend annual In Service Training, and performs any other duties as assigned by supervisory staff relative to prison needs.
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.

SPECIAL REQUIREMENTS

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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.

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EMPLOYEE'S STATEMENT:

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SUPERVISOR'S STATEMENT:

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CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pleasant Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 435-210-1139-802		MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions-Business Services		CLASSIFICATION TITLE Office Technician (T) (IWSP)		
		WORKING TITLE Office Technician (T)		
		TIME BASE / TENURE FT	CBID R04	WWG 2
LOCATION Administration-Business Services		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and 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>				
COMMITMENT				
<p>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				
Under the supervision of the Correctional Administrator, Business Services. This position provides support to the Business Services Division.				
GENERAL STATEMENT				
Under the supervision of the Correctional Administrator (CA), Business Services, this position performs the following duties:				
% 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.			
30%	Performs advanced clerical functions using current available technology, tracking assignments, handling correspondence, routing division mail and other documents. Creates and edits written materials for the CA, Business Services and Business Services Staff. Schedules meetings, keeps the CA, Business Services calendar, provide minutes and materials for meetings. Distributes and tracks Quarterly Fire Drill Reports. Types required memos, forms, materials, for the Business Services Staff, including required typing designated from the Fire Chief.			
20%	Functions as a lead clerical for Business Services Division. Reviews, edits and routes documents for the various Business Services Departments, ensures Business Services Clerical Staff have the most current guidelines and templates for their work.			
15%	Maintains and updates Department Operation Manual Supplements, Institutional Operations Procedures, Management Memorandums, Policy Memorandums and rule changes. Maintains files for Business Services,			

15%	<p>purges documents, shreds or recycles papers as appropriate. Tracks Incarcerated person Grievances (602s) for the Business Services Department reporting weekly, reminding staff of due dates, consults with the Grievances Office. Maintains an assignment TIC log for CA, Business Services, sending weekly reminders</p>
15%	<p>Provides responses to questions regarding business functions and tasks via telephone, fax, and email. Schedules travel for the CA, Business Services and makes reservations. Provides forms and assistance to all staff for travel advances, claims, and relocation expenses, and consults with the regional accounting office on travel issues. Sends reports, surveys and information requests to various headquarters offices by the most appropriate means.</p>
5%	<p>Supervise two incarcerated person porters in the administration building. Complete timecards daily and work performance reports. Maintains files for Business services, purges documents, shreds or recycles papers as appropriate.</p> <p>Perform administrative duties assigned by the CA, Business Services 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.</p>

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