

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations (DAPO) Northern Region		POSITION NUMBER (Agency-Unit-Class-Serial) 061-157-1139-201		MCR / HCR 1
DIVISION / UNIT  Support Services		CLASSIFICATION TITLE OFFICE TECHNICIAN - TYPING		
		WORKING TITLE OFFICE TECHNICIAN <input type="checkbox"/> <input type="checkbox"/>		
		TIME BASE / TENURE P/FT	CBID R04	WWG 2
LOCATION Sacramento	INCUMBENT		EFFECTIVE DATE	

**CDCR'S MISSION**

**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.

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.

**DIVISION OVERVIEW**

The Division of Adult Parole Operations is responsible for protecting the community by enabling parole agents to play an active role in the local community's public safety plans and supporting the supervised population in their effort to successfully reintegrate into the community. The Division offers a wide range of programs and services and utilizes evidence-based tools to effect long-term behavior change for supervised individuals to earn an opportunity to discharge. The goal is to maintain gains during their parole period that will extend to post supervision. Following their release from incarceration, the Division supervises the most serious and violent persons in the state. The diverse population includes but is not limited to supervised persons with gang affiliations, persons sentenced to a life term, persons with mental illness, persons required to register pursuant to Penal Code 290, and Armstrong class members.

**GENERAL STATEMENT**

Under the general supervision of the Staff Services Manager I, the Office Technician provides clerical support and completes the more difficult and/or complex clerical duties in a parole unit office utilizing standardized practices and established procedures. The Office Technician will exercise a high degree of confidentiality, initiative and independence in the performance of duties and have a thorough understanding of the unit function.

% 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%	Acts as Secretary/Assistant. Exercises independent judgment and initiative in the preparation of various parole reports, forms, form letters, memorandums, and statistical reports in accordance with general guidelines; Composes and types letters for Administrator's signature; types confidential documents. Reviews information being submitted for accuracy and completeness. Makes travel arrangements and prepares and processes travel expense claims. Maintains tracking for district programs, medical placements. Maintains training records for district supervisory staff. Develops tracking and filing systems and completes revisions as necessary. Track and arrange meetings and appointments as needed.
30%	Gather and track District COMPSTAT data. Maintain statistical data and arrange meetings. Access and enter data into various databases and software such as, but not limited to: Word, Excel, Access, Cal Parole, LEADS, OBIS, CLETS in order to assist the District Administrator and PACT. Run face sheets for orientation, run daily activity reports and gather and arrange end of the month reports.
20%	Acts as liaison to regional headquarters' administrative analyst staff on personnel and business services matters. Initiate less technical contract requests for various contracts, reviews and approves invoices for services provided and monitors for compliance to contract, independently prepares statistical reports relative Initiates procurement orders for supplies and equipment, and resolves problems relating to delivery or acceptability of supplies/equipment.
10%	Maintains the most sensitive confidential files; monitors compliance to record retention schedule and evaluates questionable material for future usefulness of prior to purging. Responsible for in-house processing and tracking of student intern and volunteer packages ensuring compliance to rules and regulations. Provide input on subordinate's performance evaluations. Provides functional guidance in training and assisting less experienced staff.
5%	Reviews any incoming correspondence/material when routing is in question. Handles the most sensitive and confidential mail. Determines the state of questionable items and forwards for processing. Assists District Administrator, District Supervisors and other staff as needed in preparation of mail control documents or gathering of data to respond. Answers, screens, assists or directs the more difficult incoming telephone calls and questions from walk-in visitors for the District Administrator and other duties/assignments as required.  <b>MARGINAL FUNCTIONS</b> <ul style="list-style-type: none"> <li>Perform administrative duties including but not limited to adhere to Department Policies, rules, and procedures. Assist other Support Services areas and perform other duties as deemed necessary.</li> </ul>

**SPECIAL 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 prison inmates, 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 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

