

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA MEN'S COLONY		POSITION NUMBER (Agency-Unit-Class-Serial) 056-216-6916-001/002		MCR / HCR 1
DIVISION / UNIT BUSINESS SERVICES/PLANT OPERATIONS		CLASSIFICATION TITLE ELECTRONICS TECHNICIAN, CF		
		WORKING DAYS/HOURS: Monday – Friday 0730-1530 (AWS may be available) (Position may require incumbent to work flexible hours and/or overtime)		
		TIME BASE / TENURE	CBID	WWG
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 01/26/2026
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 CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Maintains electric shop, keeps records, makes reports, supervises and works with incarcerated person crews. Maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation. Prevents escapes and injury by these persons to themselves or others or to property. Maintains security of working areas and work materials; inspects premises and searches incarcerated persons for contraband such as weapons or illegal drugs. May be required to undergo a physical and pulmonary examination for the respirator program.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the Supervisor of Building Trades, the Electronics Technician performs installation, operation, maintenance and repair of electronic equipment, security equipment, intercoms and televisions.				
% 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%	Install and maintain electronic, security and communications equipment. Install and repair of electronic equipment on a scheduled and emergency basis. Install and repair intercom systems, televisions and related equipment.			
20%	Order and maintain necessary materials and supplies to support the continuing upkeep and preventative maintenance program on electronic equipment, inventory and issuing justifications for new tools and equipment purchases.			

15%	Prepares incarcerated person time reports, keeps equipment records and prepares estimates of minor projects, materials and labor.
10%	Holds regular scheduled safety meetings with staff and incarcerated persons, reviews safety procedures, safe working practices and job-related precautions. Ensures proper storage and handling of all hazardous and toxic materials.
10%	Ensures that all security procedures are followed, maintains order, prevents escapes and injuries, and maintains security of all working areas and materials. Conducts regular shop searches. Uses proper key and tool control procedures. Other duties as required.
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

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

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
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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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