

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>SALINAS VALLEY STATE PRISON</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>936-216-6538-XXX</b>		MCR / HCR
DIVISION / UNIT  <b>PLANT OPERATIONS/BUSINESS SERVICES</b>		CLASSIFICATION TITLE <b>ELECTRICIAN II (CF)</b>		
		WORKING TITLE <b>ELECTRICIAN II (CF)</b>		
		TIME BASE / TENURE <b>FT/PERM</b>	CBID <b>R12</b>	WWG <b>2</b>
LOCATION <b>SOLEDAD, CALIFORNIA</b>		INCUMBENT		EFFECTIVE DATE

**CDCR'S MISSION and VISION**

**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 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**

Plant Operation department maintains the structures, infrastructures and utilities of the institution and associated grounds.

**GENERAL STATEMENT**

Under the supervision of the Supervisor of Building Trades and the direction of the Electrician III, the Electrician II can supervise and work with a crew of at least one inmate to install, maintain, and repair electrical apparatus and equipment, as well as assist other trades with electrical repairs and projects. Maintains order and supervises the conduct of people 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 inmates for contraband such as weapons or illegal drugs. May be required to undergo a physical and pulmonary examination for the respirator program.

**% 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.**

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| 35% | Follow all applicable codes. Lays out jobs, assist with the work of assembling and installing high voltage (600V) and low voltage wiring and devices, electric motors, lighting, transformers and pole lines. Installs new conduit, wiring, switch gear, breakers, fuses, electrical equipment and devices, lighting, etc.  |
| 20% | Makes drawings of wiring changes and new wiring to be added to "as-built" drawings. Makes lists of materials and supplies; estimates the cost of materials and supplies. Directs the work of one or more inmate helpers. Assists in the operation of the electrical shop and escorts contractors as needed. May be required to use an aerial lift device and work on scaffolding, extension ladders and second-story roofs. |
| 20% | Maintain electric doors and all communication systems for public address, fire alarms and smoke detectors. Services, repairs and adjusts other electrically operated equipment utilized in all areas of the facility to include, but not limited to, time clocks, alarms pumps, exit lights and all emergency lighting.   |

10%	Attend In-Service Training, obtain On the Job Training, attend safety meetings, train others as necessary. Familiarize self and train inmates in SB198, Right to Know, and Hazard Communication Program. Performs other work as required and assists other crafts people with the needs Salinas Valley State Prison dictates. Complete all entries daily to TRIRIGA showing all work completed during the work shift.
10%	Maintain tool control (security and inventory), search inmates and worksites for contraband, maintain inmate accountability and security. Order materials while maintaining, understanding and implementing all proper procurement procedures. Performs other duties as required.
5%	Perform administrative duties including, but not limited to adhering 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 inmates, 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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