

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM High Desert State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 934-261-1139-808		MCR / HCR 1 / D	
DIVISION / UNIT Warden's Office		CLASSIFICATION TITLE Office Technician (T)			
		WORKING TITLE Office Technician (T)			
		TIME BASE / TENURE P/FT	CBID R04	WWG 2	COI Yes ☐ No ☐
LOCATION Administration		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					
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 direction of the Chief Deputy Warden					
GENERAL STATEMENT					
Under the general supervision of the CDW the Office Technician (T) performs detailed assignments with a high degree of initiative, independence, and originality in performing assigned tasks. Relieves the CDW of routine office details; maintains confidential and administrative files. Attends meetings and conferences. Takes and/or summarizes notes into minutes and subsequently makes distribution as necessary. Arranges correspondence for reply in order of priority with appropriate background material attached for reference. Screens all incoming correspondence and refers it to the appropriate staff member for reply ensuring adequate follow-up and those deadlines are met. Provides clerical support in the absence of the Warden's Executive Assistant.					
% 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%		Reviews a variety of sensitive reports and correspondence directed to the CDW, as well as control agencies, departmental personnel and private individuals involved in the planning and continuing operation of the institution. Checks for grammar, accuracy, format, completeness, and composition.			
25%		Maintains office filing systems. Screens intra-departmental correspondence directed to the CDW and determines routing of said correspondence. Initiates/composes correspondence/data for the CDW's signature. Maintains logs, calendars, and tickler system to ensure timely response of incoming requests. Utilizes grievance SharePoint site to track active grievances, submits stationary orders.			
15%		Maintains the CDW's appointment schedule. Makes necessary preparation for meetings and conferences. Arranges the CDW's travel and itinerary plans. Schedules interviews and prepares appointment documents as			

	required. Assigns new Operational Manual (OP) numbers, reviews Departmental Operations Manual (DOM) Supplements, OP's that are incoming. Sends out policies for annual review/addendums, incorporates appropriate revisions/changes. Responsible for sending out all restricted DOM Supplements/OP's and reviews each restricted binder in December. Provides clerical support in the absence of the Warden's Executive Assistant.
15%	Screens telephone calls for the Executive Staff referring calls to appropriate areas or researching requesting information and returning calls.
5%	Attends meetings and takes/or summarizes notes into minutes and types from taped material and distributes to appropriate staff.
5%	Reviews, sorts, and routes all incoming mail; routes confidential mail, unopened, to the addressee; prepares outgoing mail for pick-up. Attends in-service training classes.
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 PERSONAL 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 incarcerated individuals, 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
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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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