

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) 056-231-1139-801/803/804		MCR / HCR 1
DIVISION / UNIT EDUCATION/CENTRAL OPERATIONS		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)		
		WORKING DAYS/HOURS: Monday – Friday 0730 – 1530 (Position may require incumbent to work flexible hours and/or overtime).		
		TIME BASE / TENURE	CBID	WWG
		R04	2	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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 The Office Technician Typing (OT) provides clerical support to managers and teachers. The OT is responsible for a variety of clerical work within the Education Department.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Principal or designee.				
% 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%	Prepares complex correspondence, reports, charts, and graphs. Ensures correspondence and assignments are completed within current departmental guidelines. Proofreads and makes editorial recommendations to staff as necessary. Independently prepares non-routine typing jobs. Follows oral and written directions and evaluates situations accurately.			
30%	Screens incoming telephone calls within the institution. Independently responds to inquiries from institutional staff regarding Education Department programs policies and procedures. Refers callers to appropriate staff. Maintains appropriate records. Independently prepares correspondence to institutional staff. Assists in preparing meeting agendas and minutes.			
15%	Screens incoming correspondence and directs the correspondence to the appropriate staff to ensure timely action is taken and arranges for personal reply when required. Maintains an accurate assignment tracking log. Tracks			

	assignments as necessary and reminds staff to ensure due dates are met. Respond to inquiries regarding assignment status.
10%	Assists staff in making meeting and training arrangements, ordering supplies, photocopying and maintaining files. Performs other related duties as assigned.
5%	Attend required In-service training, in addition to required yearly Block Training. Performing any additional duties as required. 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, nonemployees 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

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