

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility (CMF)		POSITION NUMBER (Agency-Unit-Class-Serial) 076-261-1139-XXX			
DIVISION / UNIT  CMF / Business Services / Personnel / Timekeeping		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE FT/LTp	CBID R04	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Solano County		INCUMBENT		EFFECTIVE DATE	

**CDCR'S MISSION, VISION and COMMITMENT**

**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**

**BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS**

The Office Technician (T) is responsible for practices, policies and procedures of the Personnel Department established by the Department.

**GENERAL STATEMENT**

**BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direct supervision of the Personnel Supervisor II, the Office Technician (T) is responsible for the Workforce computer data entry for custody staff at the institution; generates and prints daily, weekly and monthly reports for Personnel Specialists, Personnel Supervisors, and Administration; and assists staff and supervisors with time records.

% 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.
45%	Maintains accuracy and integrity of complex timekeeping system (Workforce). Audits timekeeping source documents (FLSA sign in/out sheets, In-Service Training sheets, and 998A's) to ensure compliance with contract language and laws and rules. Communicates with supervisors to resolve timekeeping issues and makes appropriate corrections to records.
25%	Inputs time record data for all permanent and permanent-intermittent personnel including regular time worked, overtime hours and all paid and unpaid leave. Applies appropriate funding and shift codes. Reconciles source documents and compiles and transmits information to the Personnel Specialists for payroll purposes and leave balance accounting. Provides accurate and complete timesheets by monthly due date for timely payroll processing.

15%	Compiles daily, weekly, monthly reports reflecting time worked/used for selected transaction types including vacation coverage, vacant position coverage, overtime and sick leave hours, etc. Process delinquent 998A's "Friendly Reminder" letters for Custody Captain. Runs Over/Under reports and rectifies deficiencies.
10%	Responds to a variety of inquiries regarding individual time records. Identifies program deficiencies and advises the Business Information System (BIS) office of recommendations for improvements. Provides training to new timekeeping staff and attends mandatory training.
5%	Crosstrain and back up to Front Counter Receptionist and Institutional Personnel Office Secretary. Other job related duties as required.

**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 incarcerated people, 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 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