

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CENTINELA STATE PRISON (CEN)		POSITION NUMBER (Agency-Unit-Class-Serial) 403-210-1139-XXX		MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions / California Department of Corrections and Rehabilitation		CLASSIFICATION TITLE Office Technician (Typing) - Non-Incarcerated Person Pay		
		WORKING TITLE Office Technician (Typing) - IST		
		TIME BASE / TENURE P/FT	CBID R04	WWG 2
LOCATION In-Service Training		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION, VISION and COMMITMENT				
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p>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.</p> <p>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.</p>				
DIVISION OVERVIEW				
The mission of the General Population institutions is to provide safe and secure housing for minimum to medium custody males while maximizing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.				
GENERAL STATEMENT				
Under the general direction of the In-Service Training (IST) Manager, the Office Technician (T) performs a high degree of clerical duties and assignments requiring a high degree of initiative and independent action. These duties include keeping and revising, as needed, systematized accurate file systems, along with purging files as needed and handling all confidential materials for training				

files. Assist with the production of the monthly IST bulletin, by checking for errors and ensuring the information provided is accurate. Completes the inputting of employee information for daily training records into the IST database, and compiles information from the database for monthly, quarterly and annual reports. Independently prepares confidential correspondence and tracking forms to be used for the training department. Responsible for maintaining the tic system and meeting deadlines for projects assigned through the IST office from the Warden and Chief Deputy Warden. Screens and answers inquiries from staff and the public, requiring information on the training practices, as well as having the ability to communicate effectively with staff members. Orders supplies for the IST office, barber and shoeshine shop and attends meetings, giving input for such meetings.

% 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 and types a variety of reports, memorandums and correspondence, including confidential and sensitive issues; typesets, formats and constructs the monthly IST bulletin, while checking for accuracy and ensuring free of errors. Meet deadlines for the training office and ensure the Training Manager is kept abreast of all pertinent information related to the training office.
30%	Prepare monthly training reports for annual/probationary performance evaluations; compile and input training records in the IST database; open, sort and route incoming mail.
25%	Maintain filing and tracking system; order and dispense supplies; prepare and route new employee training files, route transfer employee files to other institutions; arrange off-site training and prepare cost reports for out service and off-site training expenditures
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. Perform varies other duties as assigned by your supervisor.

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.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None reported.

SUPERVISORY RESPONSIBILITIES: None.

INCARCERATED PERSON SUPERVISOR RESPONSIBILITIES: None.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Telephone, an electric typewriter, a personal computer, a calculator, a copy machine, paper shredder, hole punch, paper cutter, fax machine and the usual office supplies.

Sexual Harassment Policy:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010

Initial: _____

Code of Conduct:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated people and wards, families of incarcerated people and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

Incompatible Activities:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial: _____

COMMENTS: The current assigned work hours for the OT are 0700-1500 hours, Monday through Friday. But due to the various training sessions that are conducted in IST which may have varied hours, you may be requested to adjust your hours to accommodate the training session.

Information for this job description was obtained by reviewing the California State Personnel Board specification for the position and by observation of the duties as they are currently performed.

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 WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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GENERAL POST ORDER/DUTY STATEMENT ADDENDUM

REASONABLE MODIFICATION/ACCOMMODATION: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities for incarcerated persons with disabilities. Under the Americans with Disabilities Act (ADA), incarcerated persons with disabilities have a right to request reasonable modification or accommodation to access programs, services, and activities of the Department. The ARP provides that such requests may be denied only if one or more of the following four defenses apply

1. Legitimate Penological Interest,
2. Undue Burden and Fundamental Alteration,
3. Direct Threat,
4. Equally Effective Means.

These defenses are derived from the ADA and from the 1987 United States Supreme Court decision in Turner v. Safley. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible, and the CDCR will continue to be deficient with respect to compliance with federal law and federal court order.

EQUALLY EFFECTIVE COMMUNICATION:

The ARP and the American with Disabilities Act (ADA) require public agencies to ensure equally effective communication with incarcerated persons, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated people who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Incarcerated people with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that DAI staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings etc; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the incarcerated person understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the incarcerated person to explain what was communicated in his or her own words.

TRACKING:

The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking incarcerated people with disabilities based upon the CDCR Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the Armstrong Clark Tracking System (ACTS) and requires all institutions to use this system for tracking all incarcerated people with Disability Placement Program (DPP) and DDP codes. The ACTS was designed to work in conjunction with the CDCR 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. C&PRs and RC CC-IIIs are required to distribute updated ACTS housing rosters to division heads bi-weekly and division heads are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify incarcerated people with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

INCARCERATED PERSONS WITH HOUSING RESTRICTIONS:

The ARP requires doctors to generate chronos with physical limitations for incarcerated people verified with certain CDCR 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure incarcerated persons are

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housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for incarcerated person housing. If the incarcerated person has a DPP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the incarcerated persons expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where incarcerated persons are not housed consistently with documented housing restrictions.

PRESCRIBED HEALTH CARE APPLIANCE:

ARP IV.F.3 provides that incarcerated persons shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an incarcerated person misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.

Addendum Revised 04/2025