

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
 POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-210-1139-809		MCR / HCR 1
DIVISION / UNIT Operations Incarcerated person Assignments		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		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

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

GENERAL STATEMENT

Under the general direction of the Incarcerated person Assignment Office (IAO) Lieutenant, the Office Assistant/Technician (OA/OT) is directly responsible for assigning incarcerated persons into performance components who are participating in the Credit Earning Program (CEP). This is accomplished by working with other staff assigned to the IAO to ensure that the performance components completed by each participating incarcerated person are tracked, processed, and documented in a manner consistent with institutional and departmental rules and regulations. Additionally, the OT will provide Case Records with up-to-date and accurate information via a 128G to support Case Records in recalculating the incarcerated person's release date upon completion of each milestone or performance component.

The OT will require a high degree of initiative, independence and ability to research, organize, categorize and log information within the CEP tracking system. The individual assigned to this position will perform detailed assignments, will be involved in time sensitive tasks and must be knowledgeable of the current policies and procedures of the Department of Corrections and Rehabilitation (CDCR). The OT will be required to maintain the highest degree of accountability in regards to credits applied towards the incarcerated person's release date. The OT performs general clerical work related to the assignment of incarcerated persons within the Institution.

% 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.

35%

Typing and Transcription: In accordance with established procedures, extracts data from the Distributed Data Processing system (DDPS), Incarcerated person classification Committee Call sheets, Incarcerated person Priority Waiting Lists, and the Daily Movement sheets (DMS) to prepare information used in the assignment of

	<p>incarcerated persons. Prepare a daily Incarcerated person Assignments vacancy Report. Identify incarcerated persons qualified to participate in the Credit Earning Program, Assign / un-assign identified incarcerated persons to performance components / milestones. Monitor CEP tracking system daily to ensure accuracy and accountability, receive 128B's from Education for each incarcerated person who completes a performance component or milestone, and to input completed performance components or milestones into tracking system. Prepare Incarcerated person Classification Chrono Form (CDC 128G). Obtains incarcerated person photograph(s) from Receiving and Release, types, and laminates Incarcerated person Gate Passes.</p>
20%	<p>Document and Materials Handling: The OT (T) is responsible to route Incarcerated person Gate Passes to the IAO Lieutenant and Custody Captain for the authorizing signatures. Deliver completed Incarcerated person Gate Passes to the appropriate area(s). Deliver Incarcerated person Work, ducats, and all 128Gs to designated areas.</p>
10%	<p>Filing and Records Management: File Incarcerated person Call Sheets by date. Purge Incarcerated person Call sheets according to established Records Retention schedule. Files Incarcerated person Medical Chronos numerically using established Departmental procedures. Prepares general correspondence generated by Incarcerated person Assignment personnel regarding the Incarcerated person Assignment Program.</p>
10%	<p>Oral Communication: Answers telephones, directs calls, and interacts extensively with internal staff. Responds to general inquires related to the Incarcerated person Assignment Program.</p>
10%	<p>Recordkeeping and Statistical Information: Collects data and calculates statistical information, prepares weekly, monthly, quarterly, and annual reports as deemed necessary. Regularly reviews Administrative Bulletins, Title 15, DOM and Operational Procedures (OP) revisions, policy memorandums and other official communication to maintain familiarity with institution/departmental operations policies and procedures, and maintains up-to-date files of such material for review. Identify areas with deficiencies for Incarcerated person Assignment adjustments. Ensures each Incarcerated person Assignment area is proportionate to the ethnicity of the incarcerated person population.</p>
5%	<p>Incarcerated person Supervision This position is directly responsible for the supervision of incarcerated person clerks. Completes incarcerated person Time Cards in SOMS on a daily basis, provides on the job training and feedback on incarcerated person performance. Supervises, incarcerated persons assigned to general clerical and janitorial duties.</p>
5%	<p>Mail Handling: Reviews incoming mail pieces, materials, and correspondence and determines proper routing. Prepare outgoing mail pieces according to established Departmental procedures. Maintains and updates new information related to CEP, Attend staff meetings, training sessions, and required In-Service Training. Perform other duties as assigned.</p>
5%	<p>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.</p>

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 persons, 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 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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

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CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-210-1139-803		MCR / HCR 1
DIVISION / UNIT Programs Housing Unit I		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE OT (T)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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GENERAL STATEMENT

Under the general supervision of the Captain, Housing Unit I, the Office Technician (T) performs full journey level support functions for the Folsom State Prison's Housing Unit I.

% 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.
35%	Documentation Preparation, Composition, and Related Typing Tasks- Prepares sensitive and confidential correspondence to the public, CDC Officials, and outside public agencies using a variety of office equipment, (typewriter, personal computer, etc). Prepares documents, reports, appeal responses, and confidential incarcerated person correspondence. Reviews correspondence and documents to ensure documents are free of typographical, grammatical, and format errors. Reviews incident reports for proper format and ensures processing of completed package in accordance with standardized processing time frames. Reviews employee annual performance evaluations, probationary reports, EDA's and MPA's for completeness and accuracy. Reviews unit operational procedures, investigative reports, and post orders. Compiles handwritten or drafts in accordance to general guidelines. Types chronos for inclusion in the incarcerated person's Electronic Records Management System record. Types all Form 115's for requesting equipment and supplies for the Counseling Complex. Receives all Form 115's for Unit I and ensures their delivery to the warehouse for timely processing of orders. Prepares quarterly work supervisor reports for incarcerated person clerks. Prepare weekly listing of incarcerated persons for counseling staff. Serve as Work Order Coordinator to ensure work orders are completed.
25%	Filing and Records Management- Establishes and maintains files related to tool control, computer inventory control, and other critical institution data. Ensures that Monthly Reports are completed, received by the

15%	<p>Captain prior to their due dates and routes to the designated areas of responsibility in a timely manner. Maintains and retains electronic copies of all important documents and archive based on the archive requirements. Assists in preparation for inspections or COMPSTAT as needed.</p> <p>Oral Communication- Contacts outside entities (governmental agencies, vendors, and other related personnel) to obtain data. Contacts institutional staff to arrange appointments, request information, or provide information and instructions. Answers multi-line telephone and directs incoming calls to appropriate staff. Takes telephone messages and routes message to the appropriate staff for follow-up, via email. Coordinates travel arrangement. Obtains daily Administrative Segregation Unit Placement orders.</p>
10%	<p>Mail and Document Handling - Check the Unit I mailbox in the O/G Building daily. Reviews incoming and outgoing mail and materials. Determines appropriate routing of material based on the subject matter, institution operations, and individual staff assignments. Logs all correspondence and assigns follow-up dates. Handles sensitive and confidential material related to incarcerated person grievances. Determines, assigns and tracks the process of grievances assigned to Unit I and follow up on material to ensure for timely completion. Deliver assignments to the Associate Warden of Programs Office or place any outgoing mail in the appropriate mailbox.</p>
5%	<p>Incarcerated person Supervision- Ensure the safe custody of the incarcerated persons confined in the institution, preventing escapes, and discipline incarcerated persons when appropriate. Conducts daily security contraband searches of the incarcerated person work area as well as designated work area, conduct informal counts of the incarcerated person workers hourly, and manage incarcerated person absences. Conducts an inventory of all tools from beginning to end of the shift, ensuring that the chit system is used to check out tools to incarcerated persons, maintains the tool identification system, and arrange for exchange of damaged, broken, worn or obsolete tools for the Counseling Complex and notifies Captain of unaccounted tools and materials to complete the Lost Tool Report. Prepare incarcerated persons Time Logs in the Strategic Offenders Management System, completes the monthly pay sheets, and provide feedback on incarcerated person performance. Instruct and train incarcerated persons on assigned duties to be performed within the Unit I Counseling Complex and OSHA. Ensures all incarcerated persons job descriptions have been signed, training documented, the injury illness prevention plan has been explained and all documentation is retained in the work area.</p>
5%	<p>Attends training classes in order to maintain the required 40 hours of In-Service Training. Performs other duties as needed.</p>
5%	<p>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.</p>

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.
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EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

071-210-1139-803

SUPERVISOR'S STATEMENT:

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SUPERVISOR'S SIGNATURE

DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-210-1139-804		MCR / HCR 1
DIVISION / UNIT Programs Unit II		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE OT (T)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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Under the general supervision of the Captain, AI - Housing Unit II, the Office Technician (T) will perform full journey level support functions for the FSP Housing Unit II.

% 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.
35%	Documentation Preparation, Composition, and Related Typing Tasks- Prepares sensitive and confidential correspondence to the public, CDC Officials, and outside public agencies using a variety of office equipment, (typewriter, personal computer, etc). Prepares documents, reports, appeal responses, confidential incarcerated person correspondence, and Incarcerated person Committee Meeting Minutes from typewritten, Reviews correspondence and documents to ensure documents are free of typographical, grammatical, and format errors. Prepares incident reports in the proper format and ensures processing of completed package in accordance with standardized processing time frames. Type's employee annual performance evaluations, probationary reports, EDA's and MPA's, for Housing Unit II employees. Types unit operational procedures, investigative reports, and post orders for Housing Unit II. Compiles handwritten or drafts in accordance to general guidelines. Type's chronos for inclusion in the incarcerated person's central file. Types all Form 5's for purchasing equipment and supplies. Prepares quarterly work supervisor reports for incarcerated person clerks. Updates automated custody change data on DDPS. Prepare weekly listing of incarcerated persons for counseling staff.
25%	Filing and Records Management- Maintains a complex filing system consisting of operational manuals, unit procedures, unit post orders, administrative bulletins, etc., and employee attendance records. Performs tasks related to employee attendance (completion of CDC-998), routing material to timekeeping. Logs attendance

15%	<p>material and files material for reference purposes. Establishes and maintains files related to tool control, computer inventory control, and other critical institution data.</p> <p>Oral Communication- Contacts outside entities (governmental agencies, vendors, and other related personnel) to obtain data. Contacts institutional staff to arrange appointments, request information, or provide information and instructions. Answers multi-line telephone and directs incoming calls to appropriate staff. Takes telephone messages and routes message to the appropriate staff for follow-up. Coordinates travel arrangement. Obtains daily lock-up orders (CDC-114-D).</p>
10%	<p>Mail and Document Handling -Reviews incoming and outgoing mail and materials. Determines proper routing of material based on the subject matter, institution operations, and individual staff assignments. Logs all correspondence and assigns follow-up dates. Handles sensitive and confidential material related to incarcerated person appeals. Determines level of review assignment for each incoming appeal action and assigns a date to follow up on material to ensure timely completion. Determines level of review for each incident reports and assigns a date to follow up on material to ensure timely completion. Coordinates the retrieval and distribution of attendance and payroll material.</p>
10%	<p>Incarcerated person Supervision- Ensure the safe custody of the incarcerated persons confined in the institution, preventing escapes, and disciplining incarcerated persons. Prepares incarcerated person timesheets and provides feedback on incarcerated person performance. Instructs and trains incarcerated persons on assigned duties to be performed within the Unit II Counseling Complex and OSHA.</p>
5%	<p>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.</p>

SPECIAL PERSONAL CHARACTERISTICS

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-210-1139-806		MCR / HCR 1
DIVISION / UNIT Administration Associate Warden of Operations		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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DIVISION OVERVIEW

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Associate Warden, Operations (AWO), the Office Technician (T) will provide clerical support to the Operations division of Folsom State Prison. The position involves a high degree of sensitivity and requires the individual to be cognizant of the consequences of any errors related to both oral and written communication. This individual will assume clerical responsibilities as related to the institutional security operations, confidential reports, personnel investigations and adverse actions; Labor Negotiations and Contract/Bargaining Unit information; and typing/transcribing of other sensitive issues related to the operations activities of the prison.

The position will require that the individual be knowledgeable of the policies and procedures pertaining to the operation of the prison, as well as the policies of the Department and will be responsible to interact with Departmental Officials and governmental agencies in providing appropriate referrals and/or knowledgeable responses regarding Folsom State Prison (FSP), and will have ongoing contact with a variety of concerned employee organizations, consultants and departmental official concerned or involved with the operations of the prison. May also be required to provide assistance in other areas as necessity dictates.

The position requires the ability to work independently, managing time and meeting deadlines with minimal supervision. Diverse and effective communication skills are essential in all facets of this position. It is necessary to be prudent and responsible when conducting business in order to maintain the integrity and confidentiality of the Operations Division.

% 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.
35%	Documentation Preparation, Composition, and Related Typing Tasks Prepares sensitive and confidential correspondence to the public, California Department and Corrections and Rehabilitation (CDCR) Officials, and outside public agencies using a variety of office equipment. Prepares documents, reports, appeal responses, and confidential incarcerated person correspondence applying institutional and departmental regulations.

25%	<p>Types and reviews correspondence and documents to ensure documents are free of typographical, grammatical, and format errors. When necessary, prepares incident reports in the proper format and ensures processing of completed incident packages in accordance with standardized processing time frames. Prepares closure reports for all incident packages for Unit IV, General Population Restricted Housing Unit (RHU) and FMSF. Reviews and proofreads all Incident Reports and Post Orders, which occur under the Operations Division. Compiles information, obtain price quote(s), justification and types all Form 5's for purchasing equipment and supplies. Prepares quarterly work supervisor reports for incarcerated person workers.</p>
15%	<p>On a weekly basis, compiles information from the RHU Weekly Review of Incarcerated person Segregation Profile/Record, RHU Monthly Emergency Response Drill, Maintains various RHU logs. Compiles statistics and types the RHU Monthly Overflow Report for the Warden. Coordinates the Medical Emergency Response Drills for the RHU (1st, 2nd, and 3rd watch) on a monthly basis and forwards to the Warden's Office. Coordinates Management Inspection Reports on a monthly basis and Fire Evacuation Drill Report (all watches) for the RHU and FMSF on a quarterly basis and forwards completed reports to FSP Fire Department. Compiles statistics for the COMPSTAT reports from RHU and FMSF and forwards to the COMPSTAT Coordinator. Draft, type and transcribe sensitive and confidential documents as needed which include general correspondence, gate passes, legal forms, monthly litigation reports, etc. Maintain gate pass log. Coordinates requests for depositions of incarcerated persons.</p>
10%	<p>Filing and Records Management Maintains a complex filing system consisting of all division correspondence, documents pertaining to the division, operational manuals, unit procedures, unit post orders, administrative bulletins, employee attendance records, etc.. Performs tasks related to employee attendance (completion of CDCR 998), routing material to timekeeping. Log attendance material and file material for reference purposes. Establishes and maintains files related to tool control, computer inventory control, and other critical institution data.</p>
10%	<p>Oral Communication Contacts outside entities (governmental agencies, vendors, and other related personnel) to obtain data. Contacts institutional staff to arrange appointments, request information, or provide information and instructions. Answers multi-line telephone and directs incoming calls to appropriate staff. Takes telephone messages and routes message to the appropriate staff for follow-up. Communicates and works regularly with the Custody Captain's Office Technician. Schedules meetings, keeps appointment calendar and coordinate travel if needed.</p>
5%	<p>Mail and Document Handling Reviews all incoming and outgoing mail and materials. Determines proper routing of material based upon the subject matter, institution operations, and individual staff assignments. Receives and reviews all assignments, logs all correspondence and assigns follow-up dates. Handles sensitive and confidential material related to incarcerated person appeals. Determines the level of review assignment for each incoming appeal action and assigns a date to follow up on material to ensure timely completion. Determines level of review for each incident report and assigns a date to follow up on material to ensure timely completion. Coordinates the retrieval and distribution of attendance and payroll material.</p>
5%	<p>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.</p>

SPECIAL PERSONAL CHARACTERISTICS

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

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		WORKING TITLE OT (T)		
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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

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

GENERAL STATEMENT

Under the general supervision of the Associate Warden, Programs Division the Office Technician (T) will perform clerical support functions for the division, working closely with each housing unit and other departments under the Programs Division. May also be required to provide assistance in other areas as necessity dictates.

% 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.
35%	Documentation Preparation, Composition and related typing tasks: Prepares sensitive and confidential correspondence to institution staff, CDCR Officials, and outside public agencies using the office equipment provided. Prepares documents, reports, appeal responses, confidential Incarcerated Person (IP) correspondence from typewritten and/or handwritten drafts, or in accordance to general guidelines. Reviews and corrects correspondence and documents to ensure documents are free of typographical, grammatical, and format errors. Prepares monthly and quarterly reports in the proper format and ensures completion in accordance with standardization processing time frames. Types annual performance evaluations and probationary reports for employee. Types division procedures or program changes when needed. Compiles information and types form 5's for purchasing equipment and supplies. Prepares monthly timesheets and quarterly work supervisor reports for IP workers.
25%	Assignments, Mail and Document Handling: Reviews all incoming mail and materials. Determines proper routing of material based on the subject matter, institution operations, and individual staff assignments. Receives and reviews all assignments, appeals, etc., records via assignment log and tracking system. Following supervisor's review and with their direction, delegates assignments with log number via tracking system and a due date to follow-up on material to ensure timely completion. Interfaces with staff to ensure deadlines are met with regard

	to assigned tics, appeals and incident reports due on a continuous basis, and also monthly and quarterly reports are completed by assigned dates. Handles sensitive and confidential material. Retrieves mail from the Warden’s office and the Admin. Bldg. and distributes outgoing mail daily.
15%	Filing and Records Management: Maintains a complex filing system consisting of all division correspondence and documents pertaining to the division, operational manuals, unit procedures, Administrative Bulletins, employee attendance records, etc. Performs tasks related to employee attendance (completion of CDC-998), routing material to timekeeping. Establishes and maintains all files related to Programs Division including the MAC (Men’s Advisory Council) and other critical institution data.
10%	Oral Communication: Answers multi-line telephone and directs incoming calls to appropriate staff. Takes telephone messages to the appropriate staff for follow-up. Contacts institutional staff to arrange appointments, request information, or provide information and instructions. Contacts outside entities (governmental agencies, vendors, and other related personnel) to obtain data when required.
5%	IP Supervision- Performs IP supervision duties. Ensures the safe custody of IPs confined in the institution, preventing escapes, and disciplining IPs. Maintain, process, and tracks all MAC business, including but not limited to: timesheets and quarterly IP performance chronos, election related information, files, ID cards, ducats, MAC inventory and supplies, coordinates committee meetings and approved agendas with MAC representatives and administration, assists MAC Chairman and Vice Chairman with communication throughout the institution.
5%	Attends training classes in order to maintain the required 40 hours of In-Service Training. Performs other duties as needed.
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 IPs, 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 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*
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SUPERVISOR’S NAME (Print)	SUPERVISOR’S SIGNATURE	DATE
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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-210-1139-800		MCR / HCR 1
DIVISION / UNIT Business Services Associate Warden Of Business Services		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE PERM/ FT	CBID R04	WWG 2
LOCATION 300 Prison Rd, Represa CA		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.

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DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

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GENERAL STATEMENT

Under the general supervision of the Associate Warden, Business Services, the Office Technician (Typing) will perform clerical support duties for the Correctional Administrator (Associate Warden) and the Correctional Business Manager I, Business Services:

% 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.**

35%

Documentation Preparation, Composition, and Review- Prepares sensitive and confidential correspondence to the public, California Department of Corrections (CDCR) Officials, and outside agencies. Prepares documents, reports, and correspondence from drafts or in accordance with general guidelines. Reviews correspondence and documents to ensure documents are free of typographical, grammatical, and format errors. Prepares reports in the proper format and ensures processing of completed package in accordance with standardized processing timeframes. Ensures all documents are prepared according to the Departmental procedures and policies. Required to complete purchase requisitions, following established policy and procedures, and input orders into BIS.

Takes minutes at meetings, conferences, and special sessions and prepares subsequent reports. Prepares a variety of standardized reports (e.g. Tool Control Report, Computer Inventory Report, and Hazardous Substance Report).

30%

Oral Communications - Receive, screen, log, and refers public and private sector institutional telephone calls. Contacts institutional staff to arrange appointments, request information, or provide information and instructions. Answers multi-line telephone and directs incoming calls to appropriate staff member. Coordinates

15%	<p>travel arrangements for staff. Primary liaison between Valley Housing residents and institutional staff to complete work orders.</p> <p>Filing and Records Management- Maintains a complex filing system consisting of operational manuals, unit procedures, employee attendance records, confidential files, and administrative files. Performs tasks related to employee attendance (completion of CDC 988), routing material to timekeeping, completing warrant pick-up list, receiving and distributing warrants. Logs attendance material and files material for reference purposed.</p> <p>Establishes and maintains administrative and confidential files. Purges material in accordance with records retention schedule. Maintains operational manual and ensures supplemental information is recorded and filed. Records assignments distributed to staff, including assignment date and follow up information in logbook, provide status report on all outstanding assignments as requested.</p>
10%	<p>Incarcerated Person (IP) Supervision- Performs custodial duties required of any correctional employee, which includes, ensuring the safe custody of the IPs confined in the institution, prevents escapes, disciplines IPs, and conducts IP counts. Prepares IP timesheet and provides feedback on IP performance. Instructs and trains IPs on Porter duties to be performed within the Business Services Division.</p>
5%	<p>General Office Support- Provides back-up support to other designated journey level clerical positions. Participates in on-the-job and in-service training opportunities. Maintains reservation calendar for the Business Services Conference Room and Interview Rooms. Responsible for screening and distribution of incoming mail to Business Services.</p>
5%	<p>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.</p>

SPECIAL PERSONAL CHARACTERISTICS

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-210-1139-807		MCR / HCR 1
DIVISION / UNIT Operations Custody Captain		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE OT (T)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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GENERAL STATEMENT

The Office Technician (T), Captain's Office, will report directly to the Custody Captain and will act as sole clerical support for that position. This position also acts as clerical support for the Associate Warden of Operations, First, Second and Third Watch Commanders, and Custody Sergeant. The position involves a high degree of sensitivity and requires the individual to be cognizant of the consequences of any errors related to both oral and written communication. This individual will assume clerical responsibilities as related to the institutional security operations, confidential reports, personnel investigations, and adverse actions; Labor Negotiations and Contract/Bargaining Unit information; and typing/transcribing of other sensitive issues related to the operations activities of the prison.

The position of OT (T) to the Custody Captain will require that the individual be knowledgeable of the policies and procedures pertaining to the operation of the prison, as well as the policies of the Department and will be responsible to interact with Department Officials and governmental agencies in providing appropriate referrals and/or knowledgeable responses regarding Folsom State Prison, and will have ongoing contact with a variety of concerned employee organizations, consultants and departmental official concerned or involved with the operations of the prison.

% 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.**

35%	Responsible for typing/transcription of highly sensitive reports and correspondence directed to Departmental personnel, other State Agencies and private individuals involved with the operation of the prison. This position is responsible for typing and /or proof reading of all CDCR 837 Incident Reports, which occur under the Operations area. Responsible for the Post Order Log and revisions of said Post Orders, which fall under the direct supervision of the Captain. Tracks and maintains database for Performance Reports for custody staff. Keeps a Project Log and follows up on all assigned projects, i.e. Appeals, Annual Performance Reports, and projects assigned from the Warden and Chief Deputy Warden's Office.
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30%	Responsible for the sorting and routing of mail; receives, screens, and refers calls and/or visitors to appropriate staff. Schedules meetings, keeps appointment calendar and coordinate travel for the Custody Captain and AW Operations to avoid conflicts in schedules. Responds to telephonic and personal inquires as appropriate, regarding operational procedures, policies, and standards for the prison. Processes Work Orders and Lock and Key Work Requests for signature and routes to the Plant Operations or Lock Shop for processing.
15%	Responsible for the maintenance of office filings systems, maintains Department Operations Manuals, Operational Procedures, Notices to Change in Regulations and Administrative Bulletins. Types/files Lost I. D. Card/Badge Reports. Prepares monthly Copier and Program Status Reports (PSR).
10%	This position is directly responsible for the supervision of three Incarcerated Person (IP) clerks who work Monday through Friday, 0730 to 1430 hours. Completes IP Timecards in SOMS on a daily basis. Provides on the job training and supervises these IPs in the processing, typing, and filing of non-confidential reports such as: Daily Activity Reports (DAR), Institutional Registry of Incident Reports Log Closure Reports, weekly IP Alpha Roster distribution, and monthly Supply Requisitions.
5%	Attends training classes in order to maintain the required 40 hours of In-Service Training. Performs other duties as needed.
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.

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-210-1139-801		MCR / HCR 1
DIVISION / UNIT CUSTODY SUPPORT/IN-SERVICE TRAINING		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE OT (TYPING)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa, CA 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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GENERAL STATEMENT

Under the general supervision of the In-Service Training (IST) Lieutenant, the Office Technician (OT) (T) is responsible for tracking and reporting IST expenditures, scheduling staff for Out-Service Training (OST), keeps information regarding staff's training confidential, and performs all clerical duties associated with running the IST Office.

% 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.**

35% Independently completes the scheduling of IST classes and scheduling staff. Inputs/uses computers for posting IST/OJT credit accordingly on individual staff training records. Inputs new employee's records and deletes outgoing staff records. Reports IST overtime to the Personnel Office.

25% Registers staff for OJT courses. Independently coordinates registration and reservations with outside agencies. Submits forms (for payment) to accounting. Maintains a current list of which staff are off grounds in training for the month.

25% Sorts/distributes incoming mail. Prepares an audit of Training Report from staff records for Probationary/Annual Performance Evaluations. Takes minutes for the Training Advisory Committee meetings, prepares reports and distributes in a timely manner. Maintains file system for inter-office use. Compiles and drafts new forms as needed. Enrolls and tracks custody staff on the two-year apprenticeship program.

10% Responsible for the ordering of supplies for the IST department. Other duties that may be required by the IST Lieutenant. Performs incarcerated person supervision duties. Ensures the safe custody of the incarcerated

071-210-1139-801

persons confined in the institution, preventing escapes, and disciplining incarcerated persons. Prepares incarcerated person timesheets and provides feedback on incarcerated person performance. Instructs and trains incarcerated persons on assigned duties to be performed.

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.
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EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

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SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-210-1139-805		MCR / HCR 1
DIVISION / UNIT PROGRAMS Unit III & V		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE OT (T)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE

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GENERAL STATEMENT

Provide basic clerical support for the Unit III & V Captain, Lieutenants, Sergeants, and Correctional Counselors. Responsible for monitoring and processing all paperwork flow through the Unit III Captain. Maintain appointment calendar, screen incoming telephone calls, and type material relative to both staff and incarcerated persons. This position requires a high degree of confidentiality in that this position will oftentimes handle sensitive material. Any questions regarding confidentiality should be addressed to the Unit III & V Captain.

% 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.**

35%

Type correspondence from handwritten drafts or dictating/transcribing machine such as letters to the public; memorandums; informative and counseling chronos; first and second level appeal responses; confidential incarcerated person correspondence. Type employee annual performance evaluations; probationary reports; investigative reports of a confidential nature; job duty statements; housing unit operational procedures; post orders.

25%

Maintains a complex filing system for operational manuals, unit procedures, unit post orders, administrative bulletins, and general unit correspondence. Logging, copying, and disbursing.

15%

Log and track all projects/assignments/reports assigned to Unit III & V staff. Maintain and update the Unit III & V DOMs, filing system, and unit procedures. Provide supervision for at least 2 incarcerated person clerks and porters assigned to your area of responsibility. Maintain their attendance and complete quarterly work supervisor reports.

5%

071-210-1139-805

5%	<p>Prepare attendance forms for Unit III & V Captain and yourself, ensure forms are signed off and forward to Personnel. Answer telephone inquiries and route to appropriate staff for follow-up.</p> <p>Monday through Friday, once each day, report to the 3rd floor of Administration Building (O&G) to obtain mail for the Unit III Captain (route as appropriate). Determine level of review for incoming assignments, assign to appropriate staff and maintain log of these assignments. Participate in all related on-the-job/in-service training requirements.</p>
5%	<p>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.</p>

SPECIAL PERSONAL CHARACTERISTICS

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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-210-1139-811		MCR / HCR 1
DIVISION / UNIT Operations Investigative Services Unit		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE OT (T)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		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

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

GENERAL STATEMENT

This position will serve under the general supervision of the Custody Captain, Operations. The Office Technician (OT)(T) will perform full journey level support functions for the division, working closely with all areas under the Operations Division. The position involves a high degree of sensitivity and requires the individual to be cognizant of the consequences of any errors related to both oral and written communication. This individual will assume clerical responsibilities as related to the institutional security operations, confidential reports, the Business Information System, filing, type mandated reports and general correspondence; and typing/transcribing of other sensitive issues related to the operations activities of the prison. Prepares monthly and quarterly reports in the proper format and ensures completion in accordance with standardization processing time frames.

The position of OT (T) will require that the individual be knowledgeable of the policies and procedures pertaining to the operation of the prison, as well as the policies of the Department. This position will be responsible to interact with Departmental Officials and governmental agencies in providing appropriate referrals and/or knowledgeable responses regarding Folsom State Prison (FSP). Ongoing contact will be made with a variety of concerned employee organizations, consultants and departmental official concerned or involved with the operations of the prison. May also be required to provide assistance in other areas as necessity dictates. This position may have the responsibility for functional guidance in training and assisting less experienced employees. Good judgement and the ability to effectively communicate.

The position requires the ability to work independently, managing time and meeting deadlines with minimal supervision. Diverse and effective communication skills are essential in all facets of this position. It is necessary to be prudent and responsible when conducting business in order to maintain the integrity and confidentiality of the institution.

% 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.
35%	Documentation Preparation, Composition, and Related Typing Tasks- Prepare sensitive and confidential correspondence to the public, California Department and Corrections and Rehabilitation (CDCR) Officials, and outside public agencies using a variety of office equipment. Prepare documents, reports and responses, applying institutional and departmental regulations. Types, reviews and corrects correspondence and documents to ensure documents are free of typographical, grammatical, and format errors. Prepares variety of reports in the proper format and ensures processing is in accordance with standardized processing time frames. Compiles information, obtain price quote(s), justification and types all Form 5's for purchasing equipment and supplies. Compiles statistics for the Compstat reports and forwards to the Compstat Coordinator. Draft, type and transcribe sensitive and confidential documents as needed, which include general correspondence, gate passes, purchase orders, etc.
30%	Filing and Records Management- Maintains a complex filing system consisting of all division correspondence, documents pertaining to the division, operational manuals, unit procedures, employee attendance records, etc,. Performs tasks related to employee attendance (completion of CDCR 998), routing material to timekeeping. Log attendance material and file material for reference purposes. Establishes and maintains files related to tool control, computer inventory control, and other critical institution data. Maintain files, computer logs, and office equipment. Process and follow-up on all incoming service documents for staff.
15%	Oral Communication- Contacts outside entities (governmental agencies, vendors, and other related personnel) to obtain data. Contacts institutional staff to arrange appointments, request information, or provide information and instructions. Answers multi-line telephone and directs incoming calls to appropriate staff. Takes telephone messages and routes message to the appropriate staff for follow-up.
10%	Mail and Document Handling -Reviews all incoming and outgoing mail and materials. Determines proper routing of material based upon the subject matter, institution operations, and individual staff assignments. Receives and reviews all assignments, logs all correspondence and assigns follow-up dates. Determines level of review for tasks and assigns a date to follow up on material to ensure timely completion. Coordinates the retrieval and distribution of attendance and payroll material.
5%	Attends training classes in order to maintain the required 40 hours of In-Service Training. Performs other duties as needed.
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 Persons, 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 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

071-210-1139-811

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-210-1139-812		MCR / HCR 1
DIVISION / UNIT Operations Visiting		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE OT (T)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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DIVISION OVERVIEW

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GENERAL STATEMENT

Under the direct supervision of the Visiting Sergeant, the Office Technician (OT) (Typing) is responsible for a variety of clerical functions associated with the visiting program. This position requires knowledge and application of regulations, policies and procedures, and maintaining the safety and security of the institution with regards to visitors. The OT must work independently when determining the priority of job assignment. Duties include but are not limited to

% 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%	Process and review incoming CDCR-106 Visiting Questionnaires to ensure completeness. Independently review and conduct analysis of visitor data when inputting information into the Strategic Offender Management System (SOMS). Input and change visitors' status upon completion of questionnaire processing and review in SOMS. Generate and send appropriate correspondence to incarcerated persons and visitors regarding visitation approvals and/or denials. Provide back-up coverage, for the scheduling of attorneys/legal visits and the Folsom State Prison (FSP) Mailroom.
30%	Review and analyze incoming assignments, incarcerated person appeals and correspondence to assure appropriateness for response by Visiting personnel. Re-route as necessary. Log and track assignments. Independently research, review and compile information appropriate to the issue, using this information and knowledge of visiting regulations, policies and procedures to compose and type responses to incarcerated persons and visitors for the signature of the appropriate staff. Update and type Folsom's Department Operation Manual (DOM) Supplement -54020, visiting and the FSP Visiting Rules and Regulations (visitor brochure) as necessary. Type and distribute for approval Post Orders as directed. Independently develop and/or revise forms related to the application process as needed.

15%	Communicate via telephone and in person with visitors, prospective visitors, other institutions, counselors, California Department of Corrections and Rehabilitation staff and other agencies regarding visiting issues/inquiries. Utilize SOMS to schedule non-contact visiting appointments. Routinely update the SOMS Incarcerated person Data Maintenance based on Classification Committee actions and adjudication of Rule Violation Reports located in the Disciplinary folder on the FSP share drive.
5%	Maintain and organize Visiting records of correspondence, denials, and the incarcerated person filing system. Gather files and retrieve necessary information via SOMS for the Records Department for incarcerated person transfers, paroles, and out-to-court/medical cases. Assure that incarcerated person visiting files are forwarded to the appropriate institutions by daily reviewing the Daily Movement Sheet for those incarcerated person transfers lacking prior notification.
5%	Order and distribute visiting supplies and equipment for the Visitor Processing Center and the visiting rooms Main, Folsom Women’s Facility and Minimum Support Facility. Submit and track maintenance requests and work orders for physical plant issues involving the visiting rooms. Maintain film/ducat records. Work with Accounting on maintaining appropriate supplies of film/ducats/print ink for the visiting rooms.
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.
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SPECIAL REQUIREMENTS

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CONSEQUENCE OF ERROR

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EMPLOYEE’S STATEMENT:

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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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-210-1139-813		MCR / HCR 1
DIVISION / UNIT Folsom State Prison – Business Services		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE PFT	CBID R04	WWG 2
LOCATION 300 Prison Road, Represa, CA 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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DIVISION OVERVIEW

The Folsom State Prison Business Services Division is a multifaceted operation tasked with providing guidance, support and oversight of the following units: Personnel - Transactions, Timekeeping, Position Control, Hiring and Recruitment, Return to Work, Worker's Compensation; Trust Accounting; Procurement – Warehouse, Canteen, Clothing; Food Services; Information Technology; Plant Operations; Fire Safety; Hazardous Materials; and Valley Housing. These services are critical daily operations for the institution as they impact staff and incarcerated person needs.

GENERAL STATEMENT

Under the general supervision of the Correctional Business Manager I, the Office Technician (Typing) will independently perform the following clerical support duties:

% 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%	<p><u>Valley Housing Coordinator</u> Point of contact/liaison for State Owned Housing needs; assist with annual bid process; maintain rental file; distribution, collection and maintenance of lease documents, rental insurance and keys; forwarding rental insurance agreements to Facilities Planning and Construction Management, storage and securing extra set of house keys; completing pre/post walk through documenting any damage prior to move in and upon lease termination; upon termination of leases, maintaining itemized list of damages and costs associated for submittal to Lessee and Regional Accounting Office; coordination and submittal of Plant Operations work orders; coordination of gate clearance processing; tracking of lease agreements - tenant names, relationship and number of occupants; number and breed of pets; lease agreement time frames and rental amount, security deposit and payments received; obtaining applicable resident background clearances; assist with coordination of yearly inspections, appraisals and plant operation maintenance, repairs, upgrades; track plant operation repairs, maintenance and upgrades; maintain housing floor plans; obtain keys upon lease termination; read utility meters and provide to Regional Accounting Office, when applicable; track tenant extended absences (30 days or longer); track special requests/exceptions/approvals as expressly stated in lease requiring Warden or Property Manager approval; and tracking full cost of repairs to restore home to original condition, when warranted.</p>

071-210-1139-813

20%	<p><u>Documentation Preparation, Composition, and Review</u> Prepare sensitive and confidential correspondence to the public, California Department of Corrections (CDCR) Officials, and outside agencies. Prepare documents, reports, and correspondence from drafts or in accordance with general guidelines. Review correspondence and documents to ensure documents are free of typographical, grammatical, and format errors. Prepare reports in the proper format and ensure processing of completed package in accordance with standardized processing timeframes. Ensure all documents are prepared according to the Departmental procedures and policies. Required to complete purchase requisitions, following established policy and procedures, and input orders into BIS. Take minutes at meetings, conferences, and special sessions and prepare subsequent reports. Prepare a variety of standardized reports (e.g. Tool Control Report, Computer Inventory Report, and Hazardous Substance Report).</p>
15%	<p><u>Oral Communications</u> Receive, screen, log, and refer staff, public and private sector institutional telephone calls. Contact institutional staff to arrange appointments, request information, or provide information and instructions. Answer multi line telephone and direct incoming calls to appropriate staff member.</p>
15%	<p><u>Filing and Records Management</u> Maintain a complex filing system consisting of operational manuals, unit procedures, employee records, confidential files, and administrative files. Establish and maintain administrative and confidential files. Purge material in accordance with records retention schedule. Maintain operational manual and ensure supplemental information is recorded and filed. Record assignments distributed to staff, including assignment date and follow up information in logbook, provide status report on all outstanding assignments as requested.</p>
10%	<p><u>Incarcerated person Supervision</u> Performs custodial duties required of any correctional employee, which includes, ensuring the safe custody of the incarcerated persons confined in the institution, prevents escapes, disciplines incarcerated persons, and conducts incarcerated person counts. Prepares incarcerated person timesheet and provides feedback on incarcerated person performance. Instructs and trains incarcerated persons on Porter duties to be performed within the Business Services Division.</p>
5%	<p><u>General Office Support</u> Provide back-up support to other designated journey level clerical positions. Participate in on-the-job and in-service training opportunities. Maintain reservation calendar for the Business Services Conference Room and Interview Rooms. Screening and distribution of incoming mail.</p>
5%	<p><u>Administrative Duties</u> 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.</p>

SPECIAL PERSONAL CHARACTERISTICS	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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	

071-210-1139-813

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EMPLOYEE'S STATEMENT:

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-216-1139-800		MCR / HCR 1
DIVISION / UNIT Business Services Plant Operations		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE OT (T)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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DIVISION OVERVIEW

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GENERAL STATEMENT

Under the direction of the Correctional Plant Manager II, the incumbent performs the following general clerical support functions.

% 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%	Compiles information and data from various manuals, codes and procedures to properly prepare and type mandated reports and general correspondence requiring contact with other outside governmental agencies. Answers multi-line telephones and directs incoming calls to appropriate staff. Coordinates information and types purchasing documents for equipment and items necessary to operate the physical plant. Input purchase information into the Business Information System (BIS) to create purchase requisitions. Takes meeting minutes as required and prepares formal reports
25%	Knowledge of Microsoft Word, Excel, Access, and Outlook computer skills to create and format charts, forms, graphs and technical text into professional documents for distribution to regulatory agencies.
15%	Establishes and maintains files related to Capital Outlay, information systems, etc. (i.e., hazardous material, tool control and computer inventory forms). Prepares and distributes Gate Pass Clearance Forms. Types and distributes in-house memorandums, business letters and reports to outside agencies.
10%	Provides clerical support for staff in Plant Operations as needed. May also provide clerical support and general assistance to other departments/divisions.

10%	Is responsible for the supervision of at least two incarcerated person workers. Maintains accurate records of assigned incarcerated persons time, CDC-101's, SB-198, etc.
5%	Attends training classes in order to maintain the required 40 hours of In-Service Training. Performs other duties as needed.
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.
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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-218-1139-800		MCR / HCR 1
DIVISION / UNIT Operations Mailroom		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE OT (T)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE

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GENERAL STATEMENT

Under the close supervision of the Office Services Supervisor I (OSSI) Mailroom Operations, the Office Assistant/Technician (T) performs general clerical work within the mailroom setting.

% 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.
35%	Automated Mail Processing and Handling Tasks: Receives, opens, and searches incarcerated person mail and packages. Processes mail pieces and packages according to specific guidelines governing non-confidential and legal correspondence. Identifies items placed in mail pieces and packages which are in violation of California Code of Regulations (Title 15), and other institution mail handling and processing procedures. Separates unauthorized items, correspondence from incarcerated persons at other institutions, and suspicious material for special handling. Separates and distributes mail pieces and packages by incarcerated person housing unit, sections, and tier. Bundles mail pieces and packages for distribution and delivery to appropriate location. Processes incoming incarcerated person mail flats. Uses automated databases (SOMS, OBIS, CMIS, DDPS, Incarcerated person Locator) for identifying the location of each incarcerated person. Prepares unauthorized mail pieces and packages to be returned to the sender. Forwards mail pieces and packages of incarcerated persons that have transferred or are out-to-court, mail pieces and packages that are incorrectly addressed, and for incarcerated persons that have been paroled. Redirects incarcerated person mail when the incarcerated person has been moved within the Folsom State Prison. Types critical mail piece and package information which contain contraband items. Assist in the processing of contraband items according to established evidence procedures. Documents California Code of Regulations (Title 15) violations. Prepares typewritten disciplinary reports and incident reports of unauthorized activities perpetrated by incarcerated persons for processing by investigations. Prepares typewritten procedures related to the handling and routing of mail pieces as changes

30%	<p>occur. Prepares typewritten Form 5 for the requisition documentation for purchases of mailroom consumables and supplies. Prepares typewritten forms, mail file labels, and mail handling job aids.</p> <p>Records Management and Document Preparation: Maintain and update typewritten incarcerated person correspondence approval records. File mail cards (CDC 119), and correspondence approvals for all incarcerated person arrivals. Remove mail cards (CDC 119) for permanent incarcerated person departures, transfers, and paroles. Maintain a typewritten log of mail pieces and packages contain cash, money orders, checks, and other forms of legal tender. Assists, as directed, in the following areas: Operating SOMS and Incarcerated person housing computers in a secure manner, to locate and identify the Incarcerated person CDC number and current housing location on first class letters, reroute mail, book processing, magazines, pitching processed mail into correct bins, bundle all mail by housing unit, and put into corresponding mail bags for daily deliveries, plus lift and carry mail bags and load into the golf cart for daily deliveries.</p>
15%	<p>Mail Handling and Processing Standards: Interprets and administers applicable sections of the United States Postal Service Domestic Mail Manual, Director’s Rules, Departmental Operation Manual Guidelines, and other guides which govern the preparation of mail pieces (including postage rates, classes, and other technical specification requirements). Assists with presorting all incoming trays of mail and pulling all staff mail for immediate pitching into correct staff mail bins, plus pulling all incoming legal mail for staff who processes legal mail, protecting state property; and assisting in maintaining the security and cleanliness of the work area, as needed.</p>
10%	<p>General Mailroom Activities: Provides coverage for other mailroom Office Assistant/Technician positions. Participates in in-service and out-service training opportunities. Attends meetings on mailroom activity, when directed by OSSI. Ensures mailroom materials and equipment are secured and placed in designated location upon completion of mail handling and processing activities. Answers general mailroom inquiries from other correctional staff and incoming public inquiries. Takes messages, and routes inquiry to designated individual. Miscellaneous duties include, but are not limited to, acting as a backup to staff to drive the Mailroom golf cart in a safe manner, and deliver all housing unit mail bags to Control each afternoon, picking up various packages from the Receiving Warehouse, plus any monthly stationary and housekeeping supplies ordered by the Mailroom Supervisor. Other duties as required and/or requested by the OSSI.</p>
5%	<p>Attends training classes in order to maintain the required 40 hours of In-Service Training. Performs other duties as needed.</p>
5%	<p>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.</p>

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.
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SPECIAL REQUIREMENTS

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CONSEQUENCE OF ERROR

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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

071-218-1139-800

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-224-1139-802		MCR / HCR 1
DIVISION / UNIT Administration Office of Grievances		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		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

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DIVISION OVERVIEW

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GENERAL STATEMENT

Under the general direction of the Grievance Coordinator (Correctional Counselor II, Supervisor), the Office Technician (Typing) will work with a high degree of initiative, independence, and originality in performing duties to include: perform the more difficult clerical work; prepare correspondence that is consistent with the Secretary's Handbook; communicate effectively; follow oral and written directions; evaluate situations accurately and take effective action; walk long distances to and from Facility Housing Units. The Office Technician (Typing) will routinely utilize Microsoft Excel and Microsoft Word, creating spreadsheets to track numerous operational functions. Meet and deal tactfully with incarcerated persons and staff of all levels; apply specific laws, rules and office policies and procedures; coordinate office machine maintenance and repairs; identify and order office supplies; provide backup assistance to office staff.

% 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.**

35%

Collect grievances from designated grievance collection lock-boxes at least once per business day. Upon retrieving grievances, the Office Technician (Typing) will utilize the Strategic Offender Management System (SOMS) log to date, screen, and scan grievances. Collect and deliver mail to the administration mail boxes; process incoming/outgoing mail and distribute appropriately; schedule, conduct, and log Centralized Screening Team clarifying interviews; process grievance decision letters, and maintain the effective communication log. Maintain files on pending grievances and regular correspondence.

25%

Maintain the Office of Grievances files. Maintain record of supply and equipment orders. Perform various clerical functions for the office including data entry, preparing memorandums, photocopying, filing, faxing, shredding, scanning, and answering the telephone with little supervision. Update the Allegation Against Staff

25%	Tracking System (AASTS) entries as needed. Maintain confidential files for all allegations against staff that stem from incarcerated person grievances.
10%	Assists in preparing, duplicating, and distributing Operational Procedures, Departmental Operations Manual procedures, and Administrative Bulletins regarding incarcerated person grievance policies. Utilizes the Reasonable Accommodation Request Tracking System (RARTS) to enter CDCR 1824s. Provide data for various requests for yearly audit. Perform other duties as needed within the scope of the Office Technician (Typing) classification.
5%	Responsible for the supervision of two (2) incarcerated persons assigned to the Office of Grievances by providing on-the-job training, coordinating, delegating and reviewing/evaluating job duties, completing incarcerated person timecards in SOMS, and completing incarcerated person work supervisor logs. 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

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SPECIAL REQUIREMENTS

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EMPLOYEE'S STATEMENT:

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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*
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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-231-1139-804		MCR / HCR
DIVISION / UNIT		CLASSIFICATION TITLE Office Technician (T)		
EDUCATION		WORKING TITLE OT (T)		
TIME BASE / TENURE	CBID	WWG	COI	
PERM/FT	R04	2	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

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GENERAL STATEMENT

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

Under general supervision of the Supervisor of Academic Instruction and other Acting Supervisors, the Office Technician (OT) (Typing) is responsible for performing a variety of general office and clerical functions of the Education Department. This includes typing memorandums and reports for departmental supervisors; supervising and training incarcerated person workers in performing a variety of general clerical duties in accordance with established guidelines; maintaining inventory and ordering office supplies; answering phones and routing calls appropriately; and maintaining records of attendance for employees, and incarcerated person workers.

% 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.
------------------------------------	---

35%

Independently prepares records, educational correspondence, contracts, legal and confidential or sensitive documents. Compiles and prepares education records and various reports (i.e., education, transcripts and classes from other institutions, internal correspondence, memoranda, records, and reports).

Researches, analyzes, and evaluates statistics, compiles and provides data required for reports submitted to Central Office and the Associate Warden-Operations regarding Education programs, incarcerated person participation, program development, and program completion. Independently responds to public and institutional inquiries requiring a thorough knowledge of academic, GED, vocational, library, and recreational programs. Prepares confidential reports and letters; maintains confidential files for the SCEP. Utilizes word

	processor and spreadsheet programs to develop forms to report and compile data. Utilizes computer software programs for budgeting, recruitment, and statistical reports on a daily basis.
25%	Maintains administrative files on policies and procedures related to education programs, as well as institutional operations. Maintains location and schedule information of staff members on continuous basis; processes mail, and answers phones. Maintain school-wide student roster and education files. Types performance reports, annual reviews, and confidential correspondence regarding employee activity. Requests and retrieves In-Service Training reports. Maintains inventory and orders office and stationery supplies.
15%	Supervises and trains two incarcerated person clerks. Coordinates, delegates, and reviews job duties. Prepares incarcerated person time cards and maintains work records. Prepares 1697 and other incarcerated person worker time keeping documents. Evaluates and disciplines incarcerated person workers as needed.
10%	Timekeeper for the Education Department: audits and determines accuracy and completeness of employee time sheets and maintains record of employee use of leave credits.
5%	Performs all duties of the Greystone Adult School registrar: researches and locates prior school records, prepares requests for transcripts, and transfers information to education records.
5%	Prepares and evaluates high school transcripts for credit applying towards high school graduation based upon education requirements, requiring knowledge and understanding of course/credit applicability to meet specific credit requirements.
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

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-231-1139-803		MCR / HCR
DIVISION / UNIT		CLASSIFICATION TITLE Office Technician (T)		
EDUCATION		WORKING TITLE OT (T)		
TIME BASE / TENURE	CBID	WWG	COI	
PERM/FT	R04	2	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-216-1139-800		MCR / HCR 1
DIVISION / UNIT Business Services Plant Operations		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE OT (T)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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Under the direction of the Correctional Plant Manager II, the incumbent performs the following general clerical support functions.

% 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%	Compiles information and data from various manuals, codes and procedures to properly prepare and type mandated reports and general correspondence requiring contact with other outside governmental agencies. Answers multi-line telephones and directs incoming calls to appropriate staff. Coordinates information and types purchasing documents for equipment and items necessary to operate the physical plant. Input purchase information into the Business Information System (BIS) to create purchase requisitions. Takes meeting minutes as required and prepares formal reports
25%	Knowledge of Microsoft Word, Excel, Access, and Outlook computer skills to create and format charts, forms, graphs and technical text into professional documents for distribution to regulatory agencies.
15%	Establishes and maintains files related to Capital Outlay, information systems, etc. (i.e., hazardous material, tool control and computer inventory forms). Prepares and distributes Gate Pass Clearance Forms. Types and distributes in-house memorandums, business letters and reports to outside agencies.
10%	Provides clerical support for staff in Plant Operations as needed. May also provide clerical support and general assistance to other departments/divisions.

10%	Is responsible for the supervision of at least two incarcerated person workers. Maintains accurate records of assigned incarcerated persons time, CDC-101's, SB-198, etc.
5%	Attends training classes in order to maintain the required 40 hours of In-Service Training. Performs other duties as needed.
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

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-261-1139-806		MCR / HCR 1
DIVISION / UNIT Business Services Personnel – Hiring and Recruitment		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE OT (T)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE

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Vision

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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

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

GENERAL STATEMENT

Under the direction of the Staff Services Manager I and taking direction and assignments from the Associate Governmental Program Analyst, the Office Technician (Typing), will provide clerical support for the Hiring & Recruitment Office within the Personnel Office. The Office Technician (Typing) (OT-T) is required to maintain professionalism and confidentiality as it pertains to current vacancies and recruitment processes, adhering to all State Personnel Board/California Department of Human Resources rules as it pertains to confidentiality, certification lists, interview materials and candidate selection.

% 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.
35%	Prepares correspondence on behalf of the Hiring & Recruitment Analyst (HRA) as it relates to candidate selection. Prepares appointment memos and routes to the appropriate staff to ensure all required signature approvals are obtained within the expedited hiring process time constraints. Routes Notices of Examinations and Job Opportunity Bulletins to appropriate areas of the institution. Acts as a back-up to the front desk and other OT-T's, and assists daily, as needed.
25%	Schedules candidates for hiring interviews, accurately documenting candidate communication. Prepares hiring interview packages, including copying questions for interviews, for the interview panel members, and reviews candidates' pre-interview paperwork prior to assisting candidate to the interview location, ensuring a smooth and timely process for the panel.
15%	Reviews incoming correspondence daily and independently takes immediate action to ensure applications and contact responses are kept in an organized and confidential manner. Contacts candidates (via telephone and written communication) for positions from the employment certification list. Accurately documents

	certification list responses. Prepares and tracks letters/emails to candidates that do not meet the minimum qualifications. Prepares letters/emails to candidates not selected for a position. Prepares files for recruitment and interview packages.
10%	Answers any public and staff questions regarding current vacancies as needed; maintains Personnel Office bulletin board and log of vacancies and exams.
5%	Assists with the compilation of data in response to surveys, audits and other information requests, maintains organized and consistent filing system and ensures accurate recordkeeping according to retention and requirements in order to ensure ease of access during audits. Screens incoming calls to HRA in their absence.
5%	Attends training classes in order to maintain the required 40 hours of In-Service Training. Performs other duties as needed.
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.
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- 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 persons, 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 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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State		POSITION NUMBER (Agency-Unit-Class-Serial) 071-261-1139-804		MCR / HCR 1
DIVISION / UNIT Business Services Personnel		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (T) / Back-Up Receptionist		
		TIME BASE / TENURE PFT	CBID R04	WWG 2
LOCATION 300 Prison RD, Represa CA 95671		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.

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DIVISION OVERVIEW

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the direct supervision of the Personnel Supervisor II (PS II), the Office Technician (Typing) acts as back-up for the Personnel Receptionist and assists the Institutional Personnel Officer (IPO), PS II, Senior Specialist, Return to Work Coordinators, Position Control Analyst and Classification & Pay Analysts (C&P Analysts) with anything that may need help completing. Duties include the following.

% 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%	Processes Accounts Receivable letters; answers and screens telephone calls for the Personnel Office staff, answering questions; processes CDCR employee identification (ID) cards, and maintains the ID Card Binder. Processes Volunteer and Temporary ID cards; maintains the ID Card Binder and Volunteer/Temporary Folders. Process retiree request to carry concealed weapons permits.
25%	Assists the Timekeepers and Personnel Staff with alphabetizing leave balance statements, inter-alphabetizing 998-A attendance forms, and logging in 998-A when received. Assists staff by researching and preparing information required for routine and special reports for the institution and headquarters.
10%	Assist Personnel Specialists with labeling purged files with purge date and relocating separated files from active to inactive/archived file room. IPO may require assistance with special projects or upcoming internal or external audits.
10%	Assists separating employees; provides separation documents and exit questionnaire. Prepare the appointment and separating employee reports. Types miscellaneous documents and correspondence; faxes, files, duplicates

	and distribute various documents; orders supplies; collects and distributes mail from the Warden's office and Mailroom. Assist Personnel Specialists in filing official personnel documents in the OPF.
10%	Assist the Position Control Analyst and C&P Analyst to make revisions and/or updates duty statements. Attends mandatory In-Service Training classes and participates in staff meetings. Performs other duties assigned.
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.
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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-261-1139-803		MCR / HCR 1
DIVISION / UNIT Administration Chief Deputy Warden		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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GENERAL STATEMENT

Under the general direction of the Chief Deputy Warden (CDW) the Office Technician (Typing) will perform full journey-level secretarial and administrative duties for the CDW.

% 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.
35%	<p>Documentation Preparation, Composition and Review Preparing sensitive and confidential correspondence to the public, CDCR officials and outside public agencies on behalf of the CDW. Reviews sensitive packages from Investigative Services Unit and Employee Relations Officer/Labor Relations Office for the CDW's review. Reviews correspondence and documents for proper grammar and word content. Reviews all projects prepared by other staff members for the CDW's signature to ensure consistency with administrative policy and acceptable format. Retrieves and assembles relevant material, and includes this data with projects submitted and prepared by other staff members. Provides references for the CDW on specific topics. Gathers materials from a variety of sources in the preparation of reports, correspondence and memorandum. Prepares memorandum on behalf of the CDW, which requires an understanding of the subject matter. Prepares reports in the proper format, and ensures processing of completed package in accordance with standardized processing timeframes. Ensures documents are prepared according to Departmental procedures and policies. Performs incarcerated person supervision duties. Ensures the safe custody of the incarcerated persons confined in the institution, preventing escapes, and disciplining incarcerated persons. Prepares incarcerated person timesheets and provides feedback on incarcerated person performance. Instructs and trains incarcerated persons on assigned duties to be performed.</p>

25%	Oral Communications Receives, screens, logs, and refers institutional interagency, public, and private sector telephone calls. Contacts institutional staff to arrange appointment/meeting request information or provide information and instructions. Answers multi-line telephone and directs incoming calls to appropriate staff member
20%	Filing and Records Management Maintains a complex filing system consisting of operational manuals, unit procedures, employee attendance records, confidential files, and administrative files. Performs tasks related to employee attendance (completion of CDC 998), routing material to timekeeping, completing warrant pick-up list, receiving and distributing warrants. Logs attendance material and files material for reference purposes.
10%	Mail and Document Handling Responsible for screening and distribution of all incoming mail to the CDW. Maintain logs on assignments to be handled by staff, assigns due dates, follow through and proof reads all correspondence for the CDW. Keeps outlook computer logs regarding incident and complaint records, personnel appointments, and transfer requests.
5%	General Office Support Provides back-up support to the Warden’s Executive Assistant and designated journey level clerical positions. In the absence of the Warden’s Executive Assistant, the OT (T) will take minutes the Executive Staff Meeting, and prepares typed minutes to distribute to Executive Staff. The OT (T) is responsible for the CDW’s tracking and logging of incoming assignments and special projects for accuracy and completeness. Participates in on-the-job and in-service training as required by the CDCR, and is required to complete 40 hours of mandatory IST training per year.
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

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EMPLOYEE’S STATEMENT:

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EMPLOYEE’S NAME (Print)	EMPLOYEE’S SIGNATURE	DATE

SUPERVISOR’S STATEMENT:

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SUPERVISOR’S NAME (Print)	SUPERVISOR’S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-261-1139-801		MCR / HCR 1
DIVISION / UNIT Business Services / Personnel		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing/Reception)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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GENERAL STATEMENT

Under the general supervision of the Personnel Supervisor II, the Office Technician (Typing) performs the more complex clerical functions in the Personnel Office.

% 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.**

35%

Answers and screens telephone calls for the Personnel Office staff; refers questions regarding employment, testing, and employee benefits; Issues CDCR employee identification (ID) cards and maintains the expiring ID Card Report. Independently processes Volunteer and Contractor cards; maintains the expiring ID Card Report and Volunteer/Contractor Folders. Process retiree's request to carry concealed weapons permits. Completes daily tool inventory report and monthly inspection form.

30%

Types miscellaneous documents and correspondence; faxes, files, duplicates and distributes various documents; orders supplies; collects and distributes mail from the Warden's office and Mailroom. Assist Personnel Specialists in filing official personnel documents in the OPF. Create new employee and transfer packets. Time stamps all 998's.

20%	Copies and distributes confidential, non-confidential roster and PERNR reports. Assists staff by researching and preparing information required for routine and special reports for the institution and headquarters. Prepares certified and overnight mail labels. End of day duties.
10%	Independently process fingerprints and submits to the Department of Justice. Prepares the appointment and separating employee reports and distributes to institution staff. Attends mandatory In-Service Training classes and participates in staff meetings; other duties as necessary.
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.
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SPECIAL REQUIREMENTS

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EMPLOYEE'S STATEMENT:

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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*
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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-261-1139-808		MCR / HCR 1	
DIVISION / UNIT Folsom State Prison – BUSINESS SERVICES/PROCUREMENT		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE PFT	CBID R04	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION 300 Prison Road, Represa, CA 95671		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
<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>					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
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DIVISION OVERVIEW					
The Folsom State Prison Business Services Division is a multifaceted operation tasked with providing guidance, support and oversight of the following units: Personnel - Transactions, Timekeeping, Position Control, Hiring and Recruitment, Return to Work, Worker's Compensation; Trust Accounting; Procurement – Warehouse, Canteen, Clothing; Food Services; Information Technology; Plant Operations; Fire Safety; Hazardous Materials; and Valley Housing. These services are critical daily operations for the institution as they impact staff and incarcerated person needs.					
GENERAL STATEMENT					
Under the general supervision of the Business Services Officer I, Supervisor (BSO I), this position provides professional skills in the Business Information System (BIS) and is capable of independently handling the document clerical workload of the Procurement Office. This position is also responsible for assisting the Business Services Assistant (BSA) as needed.					
% 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%	Independently review purchase requisitions (PR) for accuracy and completeness per SAP/BIS requirements. Independently reviews PRs for accuracy and adherence per the Department of General Services (DGS) and Office of Business Services (OBS) rules and regulations. Distribute purchase orders (PO), estimates, printing requisitions, PO/estimate changes, and service orders in accordance with State rules and regulations. Secure correct documentation from the Warehouse and information from staff and vendors. Calculate PO amendments increases/decreases on order(s).				
20%	Accurately log orders and update vendor data in the computer. Independently contact vendor for correct address, federal identification number, and terms. Creates PO files to include ensuring all required documents are included. Reviews monthly current BI report in monitoring the status of PR and POs. Update BSO I upon the completion of research and status of PR and POs.				
20%	Search for status of POs and provide copies to requestors. Reconcile pending orders with program staff requests. Secure/verify Vendor Data Record (STD 204) from vendors. Follow-up on pending orders. Inform				

071-261-1139-808

	requesting program of non-compliant vendors. Define the rules and compliance requirements to vendors. Maintain a current file for active and non-compliant vendors.
20%	Submit the stationery monthly supply order for the Procurement Office. Process/Input PR and Goods Receipt (GR) into BIS. Distribute POs, Services and Expense (S&E) orders, and miscellaneous purchase documents. Enters all POs keyed into the FISCAL system. Prepare memoranda, correspondence, and reports. Pick up and distribute mail daily.
5%	Attend required training, provide back-up for other Business Services support staff, and other duties as assigned.
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.
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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-261-1139-807		MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions/ Administration – Employee Relations Office		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE OT (T)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION Represa, CA 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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GENERAL STATEMENT

Under the general direction of the Warden, the Office Technician (Typing) performs a variety of difficult and complex duties involving highly sensitive and confidential labor relations issues, provides a wide range of support functions and takes independent and appropriate action when confronted with issues delegated by the Employee Relations Officer (ERO) and the Labor Relations Analyst (LRA). This position requires the incumbent to maintain confidentiality and sensitivity, particularly with respect to labor relations issues, employee relations issues, grievance and adverse action issues. This position has a substantial amount of contact with headquarters, labor unions as well as other governmental agencies. The incumbent must exercise a high degree of initiative, independence and originality in performing assigned tasks. Operate computers, terminals and a calculator on the performance of duties.

% 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.**

35%

Duties involve matters of a highly sensitive and confidential nature regarding labor relations issues, labor negotiations issues, grievance hearings, Public Employee Relations Board (PERB) hearings, and adverse actions. Assist the ERO and LRA in researching grievances and management positions in sensitive labor negotiations. Involved with and has access to information which contributes significantly to the development of management positions and information relating to employer-employee labor relations and labor negotiations. Independently reviews completed investigatory reports and assists the ERO and LRA as directed regarding adverse actions. Responsible for independent action utilizing tact and diplomacy in relaying sensitive and confidential information from the ERO or LRA to management, supervisors, rank and file employees labor union representatives and headquarters staff. Has contact on a regular basis with the staff regarding detailed and sensitive issues. Utilize various contract information and interpretations such as CalHR/State Personnel Board (SPB) laws and rules, CDCR Department Operations Manual (DOM) Administrative Bulletins, memo, California Code of Regulations, Title 15,

20%	in the processing of daily assignments. Assigned as the note taker during Skelly Hearings and labor discussions regarding sensitive complex labor relation’s issues.
20%	Provides clerical support for the ERO and LRA. Responsible for independent origination of correspondence and assignments, processes memorandums, scanning and uploading documents and files, letters, reports, adverse actions, grievances and other legal documents regarding sensitive complex labor relations and employee relations issues. Prepares complex statistical reports, charts, tables and graphs and extracts pertinent data from various resources. Records data for records retention and data base storage. Open, distribute and date stamp incoming mail. Revise various forms, notices, letters and procedures as requested by the ERO or LRA. Transcribe dictates interview and memoranda on an as needed basis. Understands and operates various computer software programs including Microsoft Word, Excel, CATS, and Access.
20%	Provides communication support for the ERO and LRA through telephone, facsimile, mail, messenger and direct contacts with outside offices and agencies. Schedules appointments, conferences, hearings and maintains a calendar for the ERO and LRA. Researches and prepares information needed for grievance hearings, labor negotiations and meeting scheduled with respective Bargaining Unit representatives. Maintains office filing system, the assigned office logs, spreadsheets, and the Tickler System on assignments. Records all data in the appropriate logs.
10%	Research names of relevant employees to compile information related to ERO cases. Contact staff to ensure timely processing of documents. Initiate and gather statistics and prepare confidential information for the Weekly, Monthly and Quarterly reports.
10%	Coordinate with CalHR, SPB, attorneys and the Office of Labor Relations for case status updates. Responds to both verbal and telephonic inquiries from various parties. Maintains and orders supplies. Responsible for maintaining the confidentiality of the highly sensitive and complex issues in the labor relations and employer- employee arena. Responsible for accurately signing-in and signing out daily on the 998-A, meeting Fair Labor Standards Act (FLSA) laws and rules to ensure no FLSA violations are committed and attaching required documentation for absences to the 998-A. Assist others and perform other duties as required.
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 persons, 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 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*

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-261-1139-805		MCR / HCR 1
DIVISION / UNIT Business Services Personnel – Timekeeper		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE OT (T)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE 4/9/25

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

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

GENERAL STATEMENT

Under the general supervision of the Personnel Supervisor II (PS Sup II) the Office Technician (Typing)/Timekeeper is responsible for the timekeeping procedures of all BU-6 uniformed employees in the Work Force Tele Staff (WFTS) system. Also acts as backup for the Personnel Receptionist when needed. Duties include the following

% 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.
25%	Review and post attendance in WFTS from the various Federal Labor Standards Act (FLSA) watch sheets, in-service records, and 998A attendance forms. Processes monthly attendance reports, PIPS overtime reports, and various management reports as needed. Process monthly dock notices. Research and/or corrects employee requests regarding their attendance and overtime worked. Maintains files for signed timesheets and FLSAs.
20%	Updates and corrects inconsistencies to ensure the Personnel Specialist prints the monthly WFTS 998A attendance reports for employees and inter-alphabetizes with the Leave Balance Statements for distribution on the Master pay warrant. Audits and prepares notices to employees and reports to supervisory and managerial staff relating to the outstanding CDC 998 Custody absence requests. Prepare memoranda and letters regarding the attendance of various uniform personnel. Print several other reports for various institutional departments.
15%	Assists the IPO with creating miscellaneous timekeeping reports (i.e., missing/delinquent 998 Reports).
15%	Prepares to print and route original Probation and Annual Reports to the appropriate Division Heads; distributes, tracks, and files all probation and annual performance evaluations, and generates a listing of delinquent reports on a monthly basis.

10%	Backs-up the Personnel Receptionist. These duties include providing routine assistance to employees and the general public, processing employee, contractor and volunteer identification cards, fingerprinting new employees, contractors and volunteers. Inputs outside vendor purchase acquisitions into the Business Information System.
5%	Assists staff by researching and preparing information required for routine and special reports for the institution and headquarters. Files 998s/672s accordingly.
5%	Attends training classes in order to maintain the required 40 hours of In-Service Training. Performs other duties as needed.
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.
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SPECIAL REQUIREMENTS

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CONSEQUENCE OF ERROR

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-261-1139-809		MCR / HCR 1
DIVISION / UNIT Community Partnership Program		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE OT (T)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa, CA 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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GENERAL STATEMENT

Under the direct supervision of the Community Resources Manager (CRM), the Office Technician (T) performs duties for the maintenance of efficient flow of paperwork; collection, accounting, and tracking of documents; overseeing and assisting with the CRM's office operations, and maintaining compliance with division responsibilities and procedures.

% 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%	Provide clerical support to the CRM. Responsible for composing, typing, and processing memorandums and letters to staff, the public, and other State agencies. Utilizes various resource documents (i.e., CDCR memorandums, Departmental Operations Manuals (DOM), Director's Rules, etc.) in the processing of daily assignments. Revise various forms, notices, letters and procedures as requested. Maintain COMPSTAT data, file, purge, shred, and manage documents and paperwork. Collect, review, answer CDCR Form 22s, type minutes, agendas, and schedule meeting notices. Track assignments and maintain a tickler system. Complete work orders and maintain monthly supply order. Route and post incarcerated person religious and other call out lists. Review, collect and post updated fliers, memorandums, sign-up sheets, class schedules, waitlists, equipment inventories and calendars including those inside the institution; and the Community Partnership, Incarcerated person Program Inventory, and SharePoint. Responsible for maintaining the confidentiality of the highly sensitive and complex issues in Community Resources Office. Will have contact on a regular basis with the staff from the institution, Headquarters, other State agencies, and the public regarding detailed and sensitive issues.
30%	Type and process reports, forms, and other miscellaneous documents. Responsible for proofing assignments as well as all other material (i.e., Operational Procedures, Supplements, combined audit reports, etc.) being submitted to the CRM for signature and/or to sign off. Perform duties which include, answering telephones,

	directing telephone calls, taking and distributing messages, and answering general questions. Greet and direct staff and visitors. Perform general clerical duties, to include filing, faxing, shredding, duplicating, ordering supplies, updating and maintaining manuals, and creating and maintaining correspondence files. Open, sort, date stamp and distribute all incoming mail on a daily basis. Performs tasks and completes functions including, but not limited to: running volunteer and other CLETS, assisting with special events, etc.; reviewing and auditing Volunteer/Contractor Packets, VTRACK, and various documents (Gifts & Donations, memos, Chaplains calendars, Special Event Packages, Appeals, By-Laws, etc.); entering ducats for groups, religious events, volunteer/contracted, Special Events, etc.; and maintaining various checklists (i.e., ILTAGs, Non-ILTAGs, By-Laws, Brown Cards, COMPSTATS, etc.).
15%	Maintain the rehabilitative and religious calendars and ensure the calendars are up-to-date. Schedule meetings and conferences as needed. Maintain the vacation schedule. Prepare the Community Resources Manager (Supervisor)'s Travel Expense Claims, vacation requests, etc., as directed.
10%	Perform special projects and assist in other duties as required. Attend all meetings, training, and seminars, as needed or required. Ensures the required 40 hours of IST training is met each year by attending IST classes, completing the monthly IST Bulletin quiz, and documenting all on-the-job training.
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.

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-224-1139-801		MCR / HCR 1
DIVISION / UNIT Administration Litigation Office		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa Ca 95671		INCUMBENT		EFFECTIVE DATE

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GENERAL STATEMENT

The Office Technician provides clerical support to the Litigation Office under the general directions of the Litigation Coordinator. The position requires the ability to work independently, managing time and meeting deadlines with minimum supervision. Diverse and effective communication skills are essential in all facets of this position. It is necessary to be prudent and responsible when conducting business in order to maintain the integrity of the Litigation Office. The primary duties include, but are not limited to:

% 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%	Draft, type and transcribe sensitive and confidential documents as needed which include general correspondence, gate passes, legal forms, monthly litigation reports, etc.
20%	Research, analyze and compile information relative to Incarcerated Person (IP) litigation cases; includes examining IP C-Files, ordering archived C-Files, gathering pertinent or court ordered information and documents for photocopying, faxing and mailing.
15%	Answer phones, direct calls and interact extensively with the Attorney General's office, legal analysts, private attorneys, law enforcement officials, and court personnel. Notify staff of summons and complaints, progress of IP lawsuits, court dates, interviews, and legal document requiring their signature. Answer staff inquiries regarding IP litigation office functions and statistics.
10%	Maintain office equipment, litigation files, and computer litigation log. Follow-up and process all incoming service documents for staff and IPs.

071-224-1139-801

10%	Performs IP supervision duties. Ensures the safe custody of the IPs confined in the institution, preventing escapes, and disciplining IPs. Prepares IP timesheets and provides feedback on IP performance. Instructs and trains IPs on assigned duties to be performed.
5%	Coordinate attorney visits with staff for interviews and depositions. Maintain gate pass log. Order office supplies and furnishings as needed.
5%	Process litigation office mail and act as backup to secretaries in the Warden’s, Chief Deputy Warden’s and Labor Relations Offices.
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 REQUIREMENTS

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EMPLOYEE’S NAME (Print)	EMPLOYEE’S SIGNATURE	DATE
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SUPERVISOR’S NAME (Print)	SUPERVISOR’S SIGNATURE	DATE
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