

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>MULE CREEK STATE PRISON</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>025-261-1139-832</b>		MCR / HCR <b>1</b>
DIVISION / UNIT  <b>DIVISION OF ADULT INSTITUTIONS</b>		CLASSIFICATION TITLE <b>OFFICE TECHNICIAN (TYPING)</b>		
		WORKING TITLE <b>OFFICE TECHNICIAN (TYPING) – RECEPTION</b>		
		TIME BASE / TENURE <b>P/FT</b>	CBID <b>R04</b>	WWG <b>2</b>
LOCATION <b>IONE, CA – AMADOR COUNTY</b>		INCUMBENT		EFFECTIVE DATE
<b>CDCR’S MISSION, VISION and COMMITMENT</b>				
<p><b>Mission</b> 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><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p><b>Commitment</b> CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.</p> <p>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.</p>				
<b>DIVISION OVERVIEW</b>				
<p>This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees. Positions allocated to this special area are distinguished from other clerical classes by being regularly required to perform typing duties as an essential part of the job which may include any combination of the general office duties listed in the "Definition of Series". Typically, typing encompasses a significant proportion of the work time.</p>				

<b>GENERAL STATEMENT</b>	
<p>Under the direct supervision of the Supervisor I, the Office Technician (T) is responsible for providing clerical support to the IPO, Personnel Analysts, and Timekeeping.</p>	
% 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%	<p>Serves as the Personnel Office’s Front Desk Receptionist by answering the phones, assisting with employees at the window, distributing mail, fingerprinting, initiating staff identification cards and other duties as required. Responsible for completing filing for Official Personnel Files (OPF) on a daily and/or weekly basis to ensure the information contained in the OPF is current. Maintain an up-to-date identification log of current volunteers, contractors, etc. Sort and route all mail twice a day, in the a.m. and p.m. Schedule interviews, print and organize interview packets, check in interview candidates, and print and organize hiring packages. Assist Institutional Personnel Officer in processing Concealed Weapons Permits.</p>
30%	<p>Audits CDCR 998A’s for non-custody employees to verify and ensure completeness and identify any discrepancies. Three days after the end of the pay period, begin posting data regarding daily attendance records. Posting includes, but is not limited to, regular attendance, overtime hours worked and any paid/unpaid leaves. Consults with Supervisors, and employees to resolve any discrepancies regarding attendance reported on the CDCR 998-As, such as the number of hours worked or leave credits charged. Correct entries as necessary. Tracks outstanding CDCR 998-As. Responsible for notifying employees/supervisors of missing 998s monthly. Responsible for ensuring Specialists are aware of missing 998’s on LAS cutoff date. Responsible for filing Non-Custody CDC 998A’s and monitoring the retention schedule. Duties also include auditing 998-As, posting daily attendance, overtime, sick leave, vacations, holidays, compensating time off, etc. and inputting information into the State Controller’s Office, Leave Accounting System. Submit a monthly memo to the supervisor on employees who have not turned in their 998-A. Responsible for using the SCO and Timekeeping Calendars to ensure all time constraints are met.</p>
20%	<p>Responsible for the origination, distribution and maintenance of all employee probation reports and annual performance appraisals. Forwards the reports to the appropriate supervisor/manager and monitor until it is returned. Responsible for establishing monthly calendars for tracking vacation and training, transactions due dates and IPO’s meetings. On a monthly basis, initiates a monthly report which identifies all “over-due” probationary and annual reports. Upon receipt of the required document, log and place them in the appropriate box to be filed in the employee’s OPF.</p>
5%	<p>Responsible for taking minutes at the IPO’s staff meetings. Responsible for maintaining and updating any Personnel Operations Procedures as required. Responsible for copying and distributing a variety of memos, forms, and letters to appropriate staff. Prepare new employee OPF’s and transfer OPF folders. Assist Custody Timekeepers.</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>
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.</li> <li>• Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.</li> <li>• Ability to build trust, improve communication, and assist with the transformation of correctional culture.</li> </ul>	
<b>SPECIAL REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.</li> </ul>	

CONSEQUENCE OF ERROR		
<ul style="list-style-type: none"><li>Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.</li></ul>		
<b>To be reviewed and signed by the supervisor and employee:</b>		
<b>EMPLOYEE'S STATEMENT:</b>		
<ul style="list-style-type: none"><li><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i></li></ul>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
<b>SUPERVISOR'S STATEMENT:</b>		
<ul style="list-style-type: none"><li><i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i></li><li><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.</i></li></ul>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE