

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

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|--|--|---|--------------------|-----------------------|
| CDCR INSTITUTION OR HEADQUARTERS PROGRAM AVENAL STATE PRISON | | POSITION NUMBER (Agency-Unit-Class-Serial) 026-261-1139-840 | | MCR / HCR 1 |
| DIVISION / UNIT ADULT DIVISIONS/CORRECTIONAL FACILITY | | CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING) | | |
| | | WORKING TITLE OFFICE TECHNICIAN (TYPING) | | |
| | | TIME BASE / TENURE FT/P | CBID R04 | WWG 2 |
| LOCATION WARDEN'S OFFICE | | INCUMBENT | | EFFECTIVE DATE |

CDCR'S MISSION, VISION and COMMITMENT

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under the direction of the Chief Deputy Warden, the Office Technician (T) regularly performs a variety of the most difficult clerical duties and is expected to consistently exercise a high degree of initiative, independence, originality and technical knowledge in performing assigned tasks, often times without supervision. The Office Technician (T) must be cognizant of the consequence of errors related to both oral and written correspondence. The Office Technician (T) will perform detailed assignments, compose and type routine correspondence, be involved in sensitive public contacts and must be knowledgeable of the policies and procedures of the Department as well as Avenal State Prison. The Office Technician (T) will be expected to relieve the Chief Deputy Warden of routine office details, maintain confidential and administrative files, prepare summary of data, attend meetings and conferences and transcribe written material. When the Warden's Secretary is not available, the Office Technician (T) for the Chief Deputy Warden will record, transcribe, and distribute Executive Staff minutes. The Office Technician (T) will arrange correspondence for reply in order of priority with appropriate background material attached for reference, screen all incoming correspondence and telephone calls and refer to appropriate staff, ensuring adequate follow-up and compliance with deadlines. The Office Technician (T) will communicate effectively with staff and the public. The Office Technician (T) will review all incoming Second Level Appeal responses for accuracy in appropriate language, etc., before the Chief Deputy Warden review for signature. Make arrangements for meetings with subordinate staff. Assist Administrative Assistant/Public information Officer with distribution of Administrative Bulletins, Informational Bulletins, Management Memos, and faxing/mailing of media related material to Communications Office at Headquarters in Sacramento. The Office Technician (T) will work with the Education Department and West Hills College to coordinate gate clearances, log and track transcripts, and type correspondences. The Office Technician (T) will also work with the AA/PIO and Community Resource Department with the Incarcerated Veterans Benefits coordinating Gate Clearances, and ensure ducats are issued, provide representatives a place to conduct inmate interviews, and assist with scheduling transportation to CalVet related off-site medical/mental health appointments as needed.

GENERAL STATEMENT

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

The Office Technician (T) regularly performs a variety of the most difficult clerical duties and is expected to consistently exercise a high degree of initiative, independence, originality, and technical knowledge in performing assigned tasks, often times without supervision.

% 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% Responsible for reviewing incoming/outgoing correspondence for accuracy and adherence to appropriate format. Receives and processes to and from departmental management and executive staff sensitive and confidential correspondences. Maintains Chief Deputy Warden's appointment calendar. Responsible to interact with Departmental Officials, governmental agencies and the general public, both telephonically and in person, providing appropriate referrals, and/or knowledgeable responses, with courtesy and tact, regarding institutional policies and procedures. Sorts and routes mail. Receives, screens, and refers telephone calls and/or visitors to appropriate staff. Assists and trains, along with the Warden's Secretary, and other clerical staff to ensure Departmental and institutional policies and procedures are followed.

40% Process and keep updated all gate clearances for WHCC staff members. Establish and maintain a volunteer training folder for WHCC instructors. Enter course transcript info into SOMS at the beginning of the semester and upon receipt of final grades. Enter Education case notes as needed for all Cohort students into SOMS. Enter inmate time keeping into SOMS as needed. Verify that each inmate Cohort is provided an Education plan by WHCC counselors and scanned into SOMS. Verify that each inmate Cohort is not taking duplicate classes. Act as a liaison between WHCC instructors and custody staff to verify that classes are being held. Coordinate with Education Department any conflicts that develop. Verify that all WHCC instructors have completed all required volunteer training. Type all types of correspondence needed for the WHCC Cohort program as directed by the Principal. Complete all other tasks that are required for the WHCC Cohort program as directed by the Principal. Verify Cohort student has GED/HSD located in SOMS.

15% Maintains Office filing system and logs all incoming/Outgoing correspondence. Schedules Institutional/Departmental meetings and coordinates travel arrangements for the Chief Deputy Warden. Records and transcribes minutes of various departmental Meetings and/or conference's when the Warden's Secretary is not available or as otherwise needed.

5% Assists with the coordination for Incarcerated Veterans Benefit Program with the direction of the CRM and AA/PIO. Coordinates annual Our Promise Campaign. Performs other duties as assigned. Attends In-Service Training as required. Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date..

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

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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.*

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