

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>AVENAL STATE PRISON</b>	POSITION NUMBER (Agency-Unit-Class-Serial) <b>026-261-1139-XXX</b>	MCR / HCR <b>1</b>
DIVISION / UNIT  <b>ADULT INSTITUTIONS</b>	CLASSIFICATION TITLE <b>OFFICE TECHNICIAN (TYPING)</b>	
	WORKING TITLE <b>OFFICE TECHNICIAN (TYPING)--TIMEKEEPING</b>	
	TIME BASE / TENURE <b>FT/P</b>	CBID <b>R04</b>
LOCATION <b>PERSONNEL</b>	INCUMBENT	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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 supervision of the Personnel Services Supervisor II (Personnel Supervisor I in the absence of the Personnel Supervisor II) the Office Technician (T) will be responsible for auditing and maintaining records for all permanent and permanent-intermittent custody personnel. He/she will also compile various monthly reports reflecting time worked/used including vacation coverage, vacant position coverage, overtime, leave hours, etc. The Office Technician will respond to a variety of inquiries from staff to individual employees in resolving time discrepancies. He/she will assist at the Personnel Supervisor II and assist the reception area as needed.

**GENERAL STATEMENT**

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

The Office Technician (T) will be responsible for auditing and maintaining records for all permanent and permanent-intermittent custody personnel. He/she will also compile various monthly reports reflecting time worked/used including vacation coverage, vacant position coverage, overtime, leave hours, etc. The Office Technician will respond to a variety of inquiries from staff to individual employees in resolving time discrepancies. He/she will assist at the Personnel Supervisor II and assist the reception area as needed.

<b>% of time performing duties</b>	<b>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.</b>
35%	Compile and maintain time records for all permanent and permanent-intermittent custody personnel including, but not limited to regular time worked, overtime hours worked, all paid leave and unpaid leaves. Information from source documents is reconciled, compiled and transmitted to the Personnel Office for payroll purposes and leave balance accounting. Source documents consist of daily sign-in and out sheets, memos, and IST sheets.

35%	Compilation of various monthly and weekly reports reflecting time worked/time used for selected transaction types including vacation coverage, vacant position coverage, overtime hours, sick leave hours, etc. Run CDC 998's for all Custody Staff and process the CDC 998's after they are returned. Process leave credit changes in the Telestaff System. Process a list of employees having an A/R established due to the employee not turning in a 998 to the timekeepers. Reviews sign-in and out sheets to ensure they have been entered into telestaff.
30%	Respond to a variety of inquiries from staff regarding individual time records. Provide service to individual employees in resolving reported time discrepancies. Assist at the reception area when busy. Act as a backup when receptionist is absent. Attend and complete IST annually. 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. Other duties and special projects as assigned.

**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 individuals, visitors, non-employees and employees shall be made aware of this.

**CONSEQUENCE OF ERROR**

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

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

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

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

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

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