

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Rehabilitative Programs		POSITION NUMBER (Agency-Unit-Class-Serial) XXX-XXX-XXXX-XXX		MCR / HCR	
DIVISION / UNIT Office of Correctional Education		CLASSIFICATION TITLE Library Technical Assistant (Safety)			
		WORKING TITLE Library Technical Assistant (LTA)			
		TIME BASE / TENURE FT/PERM	CBID	WWG	COI Yes ☐ No ☐
LOCATION		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION					
We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.					
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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Under the supervision of the Supervisor of Correctional Education Program (SCEP) or Educational Administrator designee, and functional lead of the Senior Librarian (CF) or Librarian (CF) when applicable, the Library Technical Assistant (LTA) (Safety) will perform the following duties in accordance with the State Personnel Board classification specification within the Institution's Legal or General Library collections. These duties may be performed in a library that is staffed by a Senior librarian or Librarian, or the LTA may facilitate inmate access to libraries by performing these duties in a satellite library without continuous active supervision from an education administrator, a Senior Librarian or Librarian.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS The LTA will perform all duties in accordance with Departmental regulations and policies that have been established for library operations.					
% 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.			
		ESSENTIAL FUNCTIONS			
35%		Provide direct supervision of inmate clerks and inmates utilizing their assigned library in order to provide the inmates with their required access and to maintain institutional safety and security. Perform and/or monitor inmate clerks in the tasks associated with book circulation, catalog classification, upkeep, maintenance and inventory of library material, which includes but is not limited to, delivering books and materials to the inmates in various housing units.			
25%		Maintain accurate records of inmate library use and access which includes but is not limited to, records of legal materials requested and or delivered to an inmate, and records of time periods inmates are given to access the legal material and to conduct legal research.			
20%		Pull text, photocopy requested information and deliver case law requested by inmates utilizing the institution's paging process in order to fulfill the mandated requirements of inmate access to the courts when an inmate is physically unable to access the material. Identify and pull requested source material based on the complete information provided by the inmate, or return the inmate's request if there is not sufficient information to identify the requested material.			

10%	Provide training, instruction and evaluation to inmate clerks and inmates on basic library resources and procedures. This may include but is not limited to how to find case law, how to utilize the library cataloguing system, how to utilize reference material and how to check out and return library materials.
5%	Provide recommendations and documentation of facts and events to staff responding to inmate appeals based on the LTA involvement with the event in question as needed. Provide recommendations to supervisors on how to improve the overall effectiveness of the library system when requested.
5%	Attending training and or staff meetings.

SPECIAL REQUIREMENTS

- 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.

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
---------------------------	------------------------	------