

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM High Desert State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 934-211-1139-823		MCR / HCR 1 / D	
DIVISION / UNIT Business Services Division		CLASSIFICATION TITLE Office Technician (T)			
		WORKING TITLE Office Technician (T)			
		TIME BASE / TENURE P/FT	CBID R04	WWG 2	COI Yes ☐ No ☐
LOCATION Food Services		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					
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					
Under the general direction of the Business Services Division.					
GENERAL STATEMENT					
Under the direct supervision of the Correctional Food Manager I, DOC (CFM I), the Office Technician (T) performs detailed assignments with a high degree of initiative, independence, and originality. Gives clerical support for the Food Services Department at High Desert State Prison. Establishes, coordinates, and maintains computer automated files for Food Services. Composes and/or types memorandums and correspondence. Answers phones and routes calls. Maintains Food Services Files. Responsible for staff timekeeping. Performs other duties as required.					
% 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%		Types responses to inquiries from control agencies/staff and institutions for the Assistant Correctional Food Manager (ACFM) and CFM I's review and signature. Types food service non-sensitive and confidential documents to include but not limited to memorandums, Grievances, purchase orders and storeroom orders, types justifications, quarterly memos and requests for special meals. Maintains tic logs for all items delegated to Supervising Correctional Cooks by the CFM I or the ACFM.			
25%		Maintains and inputs data into the Food Management System Program. Generates reports and reviews data prior to distribution, as needed for the CFM I. Inventories, orders and distributes all stationary supplies monthly from the Support Warehouse. Create purchase requisitions in Business Information System (BIS)			
20%		Answers telephone inquiries and takes/routes messages to appropriate staff. Types food service purchase documents and inventory reports. Maintains office guidelines for food service clerical support procedures and administers through the ACFM and CFM I.			

15%	Maintains data for quarterly food reports, quarterly fire evacuation plans, injury illness prevention plans and environmental health action plans. Assists in tracking documentation involving Food Services issues including the reviewing of staff timekeeping documents for accuracy, sick leave logs, incarcerated individuals attendance/work injuries. Attends and takes minutes of meetings, transcribes and distributes minutes. Route OJT sheet to IST. Maintains the security of work areas. Assures that the Main Kitchen Food Service Office is kept clean and safe condition. Tool Control of office supplies and equipment.
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 individuals, 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 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

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