

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Institution for Women	POSITION NUMBER (Agency-Unit-Class-Serial) 086-231-1318-001			MCR / HCR
DIVISION / UNIT Custody, Housing & Program Services	CLASSIFICATION TITLE Library Technical Assistant			
	WORKING TITLE Library Technical Assistant			
	TIME BASE / TENURE FT	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION Education	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				
The Custody Operations, Housing, and Program Services division has 3 main departments. Custody Operations is responsible for institution security operations, including the Watch Commander and Watch Office, Personnel Assignments, Visiting operations, and other security measures. The Housing Department is responsible for all Incarcerated Person housing needs, to include feeding, some classification services, and Incarcerated Person discipline. Program Services is responsible for all Incarcerated Person programming activities in Education, California Prison Industry Authority, and indirect supervision of the Integrated Substances Use Disorder Treatment and Family Services.				
GENERAL STATEMENT				
Under the direct supervision of the Academic Vice Principal and functional supervision by the Senior Librarian (CF) the Library Technical Assistant (LTA) shall 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 Incarcerated Persons access to libraries by performing these duties in a satellite				

library without continuous active supervision from an education administrator, a Senior Librarian or Librarian. The LTA shall perform all duties in accordance with Departmental regulations and policies that have been established for library operations. If circumstances arise that are not covered by existing regulations or policy the LTA will seek direction from the appropriate supervisor.

% 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.
30%	Provide direct supervision of five Incarcerated Persons clerks within the library and monitor additional Incarcerated Persons entering and utilizing Library services. Maintain safety and security of staff and Incarcerated Persons within the Library. Perform and/or monitor Incarcerated Persons 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 Incarcerated Persons in various housing units.
20%	Maintain accurate records of Incarcerated Persons library use and access which includes but is not limited to, records of legal materials requested and or delivered to an Incarcerated Person, and records of time periods Incarcerated Persons are given to access the legal material and to conduct legal research.
20%	Pull text, photocopy requested information and deliver case law requested by Incarcerated Persons utilizing the institution's paging process in order to fulfill the mandated requirements of Incarcerated Persons access to the courts when an Incarcerated Person is physically unable to access the material. Identify and pull requested source material based on the complete information provided by the Incarcerated Person or return the Incarcerated Persons's request if there is not sufficient information to identify the requested material. In addition, provide bilingual services to Incarcerated Persons for the purpose of ensuring understanding of legal library process and required documentation. Provide bilingual assistance for any Incarcerated Person who requires assistance in obtaining library services, either recreational or legal.
20%	Provide training, instruction and evaluation to Incarcerated clerks and Incarcerated Persons 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 Incarcerated Persons 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%	Other duties as assigned to include but not limited to attending training and/or staff meetings. Work week: Monday-Friday Work hours: 7:30am – 3:30pm.

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 incarcerated people, 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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT: • <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE