

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility (CMF)		POSITION NUMBER (Agency-Unit-Class-Serial) 076-243-1379-800	
DIVISION / UNIT CMF / Business Services / Warehouse		CLASSIFICATION TITLE Office Assistant (Typing)	
		WORKING TITLE Office Assistant (Typing)	
		TIME BASE / TENURE FT/LT	CBID R04
LOCATION Solano County		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 The Office Assistant (T) is responsible for practices, policies and procedures of the Warehouse established by the Department.			
GENERAL STATEMENT			
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Warehouse Manager II, CF, the Office Assistant will provide clerical support to the Receiving and Maintenance Warehouse and Procurement Office, at California Medical Facility (CMF), including Business Information Systems (SAP) data input for computerized inventory systems, maintaining report logs, time keeping, typing, answering telephones and liaison with the Regional Accounting Office (RAO).			
% 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%	Process purchase requisitions, purchase orders, purchase estimates, Central Stores, State Contract orders, State Price Schedules, printing and reproduction requisitions, ensuring that documents are processed and supply documentation is obtained and distributed in accordance with State Administrative delegation regulations, Department Operations Manual, Government Codes, Prison Industry Authority catalog, State Price Schedules, State Contracts and Purchasing Information Network guidelines, assigning purchase order and entering data into the computer program (SAP) for purchase order tracking, expenditure codes, verifying authorized signatures, description, Small/DVBE quotes and mathematical calculations. Establish and maintain an accurate computerized tracking system for all delegated object of expenditures verifying available funds prior to processing orders. Ensure that weekly, quarterly, and yearly orders are processed and submitted on time.		

35%	Compiles and enters current data (receipts, issues, adjustments, Purchase Orders, Return Stock Reports into the Business Information System (BIS-SAP) computerized inventory tracking system daily. Reviews information for adequacy, utilizing judgment and knowledge of the system. Prints results of data input and makes needed corrections as directed by the appropriate supervisory staff. Prints and provides BIS-SAP reports upon request.
10%	Initiate requests for Drug Free Workplace Certificate (STD. 21), Payee Data Record (STD. 204) and the Conflict of Interest Statement to ensure the vendors are in compliance (as required). Generate and distribute a monthly computerized budget tracking report to Division Heads (as directed). Generate various reports as related to purchases by utilizing the data captured on the computerized budget tracking system (upon request).
10%	Format and types correspondence to internal and external entities as directed. Types employee performance evaluations, memos, procedures and other documents for the Procurement Office/Warehouse and forwards for signatures. Log and Process inmate appeals and Work Order requests.
5%	Answers telephone calls from staff and the public; directs calls and takes messages. Pickup and distributes internal and external mail to designated locations. Attends a minimum of 40 hours of In-Service Training (IST) annually. Performs other job related duties as required.

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 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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