

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) 084-234-1139-003		MCR / HCR 1	
DIVISION / UNIT California Department of Corrections and Rehabilitation Division of Adult Institutions Office of Correctional Education		CLASSIFICATION TITLE Office Technician (T) Library			
		WORKING TITLE Library Office Technician			
		TIME BASE / TENURE L/Perm	CBID R04	WWG 2	COI Yes ☐ No ☐
LOCATION California State Prison - Corcoran		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 TO DIVERSITY, EQUITY, AND INCLUSION					
The CDCR and the CCHCS are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.					
DIVISION OVERVIEW					
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 Office Technician (OT) 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 incarcerated people 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					
The Library OT 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.				
35%	Provide direct supervision clerks and library patrons utilizing their assigned library in order to provide patrons with their required access and to maintain institutional safety and security. Perform and/or monitor 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 patrons in various housing units.				

25%	Maintain accurate records of library use and access which includes but is not limited to, records of legal materials requested and or delivered to a patron's housing unit, and records of time periods patrons are given to access the legal material and to conduct legal research.
20%	Pull text, photocopy requested information and deliver case law requested by patrons utilizing the institution's paging process in order to fulfill the mandated requirements of access to the courts when a patron is physically unable to access the material. Identify and pull requested source material based on the complete information provided by the library patron or return the patron's request if there is not sufficient information to identify the requested material.
10%	Provide training, instruction and evaluation to clerks and patrons on basic library resources and procedures. This may include but is not limited to how to find case law, how to utilize the library cataloging 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 grievances based on the OT 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%	Perform administrative duties including, but not limited to adhering 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. Attending training and or staff meetings.

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, 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
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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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