

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA MEN'S COLONY		POSITION NUMBER (Agency-Unit-Class-Serial) 056-261-1139-801		MCR / HCR 1	
DIVISION / UNIT WARDEN'S OFFICE		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)			
		WORKING DAYS/HOURS: Monday – Friday 0800 – 1600 (Position may require incumbent to work flexible hours and/or overtime).			
		TIME BASE / TENURE	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 07/10/2026	
CDCR'S MISSION and VISION					
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. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION					
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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 Technician (OT) is the Receptionist for the Warden's Office and provides clerical support to the Chief Deputy Warden.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the Chief Deputy Administrator					
% 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%	Receptionist for Warden's Office Suite: Answers incoming telephone calls, greets visitors and refers to proper personnel when appropriate. Processes incoming and outgoing mail. Routes Warden's correspondence assignments to appropriate Division Head for response and logs items in computerized tracking system. Tracks assignments from Headquarters as well as assignments from the Chief Deputy Warden and ensures they are submitted in a timely manner. Maintains confidentiality in the performance of duties, which includes the processing of grievances, labor relations documents, adverse actions, and management information.				
30%	Provides secretarial support to the Chief Deputy Warden. Independently prepares and/or reviews responses and memorandums for signature. Prepares and tracks lateral/hardship transfer packages for incoming and outgoing employees, reviewing requests to ensure that transfer packages are completed and that employee meets criteria for request. Processes various documents, including off-duty/secondary employment requests, gate clearances, incident reports, and Basic Correctional Officer Academy (BCOA) requests. Prepares travel documents and performs additional duties as directed.				

20%	Provides back-up and support to the Executive Assistant (EA). Maintains Warden's Conference Room calendar and tracking logs. Prepares calendar to track Division Head vacation approvals.
15%	Orders and maintains all office supplies, maintains copier, office printers, and fax machine. Maintains the Executive Office filing system. Takes meeting minutes. Is the CMC Operational Procedure and DOM Supplement Coordinator. Serves as recorder for the Emergency Operations Center (EOC) in the event of an institutional disturbance or emergency and maintains EOC supplies.
5%	Attend required In-service training, in addition to required yearly Block Training. Performing any additional duties as required. 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 REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated persons, 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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