

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CDCR/DRP/FSP	POSITION NUMBER (Agency-Unit-Class-Serial) 065-113-1139-024			MCR / HCR 1
DIVISION / UNIT Division of Rehabilitative Programs Office of Program Operations In Prison Programs	CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)			
	WORKING TITLE OFFICE TECHNICIAN (TYPING)			
	TIME BASE / TENURE PERM/FT	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION 300 Prison Road, Represa CA 95671	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 Division of Rehabilitative Programs (DRP) provides rehabilitative programs including academic and career and technical education for incarcerated persons. DRP's Office of Program Operations provides comprehensive pre-release rehabilitative programs and services for incarcerated individuals and comprehensive post-release rehabilitative programs and services to supervised persons to facilitate the successful reintegration of the individuals served back to their communities with the skills to thrive.				
GENERAL STATEMENT				

Under general direction of the Correctional Counselor (CCIII)/Rehabilitative Program Operator (PO), in the Division of Rehabilitative Programs (DRP), Program Operations, the Office Technician (Typing) (OT/T) independently performs both routine and complex clerical functions for the California Department of Corrections and Rehabilitation (CDCR) Rehabilitative Services program. The DRP OT, assists the DRP CCIII and PSA, in entering participant attendance and milestones into SOMS, completes reports/inventories, and other assignments as necessary. The DRP OT also provides support to the contract counselors.

% 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%	Provides clerical support to the Rehabilitative staff which includes: typing and proofreading memoranda, letters, and reports from handwritten, dictated or originally typed documents and placing them in a final format consistent with styles and procedures used by CDCR; photocopying or arranging for mass printing of materials; distribution of materials through various mail delivery systems and hand-delivery; maintaining filing systems; and tracking of controlled correspondence and other assignments to ensure timely completion.
25%	Tracks participants attendance and schedules incarcerated persons for classes as directed by the CCIII. Assist in the tracking and scheduling of incarcerated persons for the California Identification (CAL ID) Program.
15%	Assists with maintaining the rehabilitative program waiting lists utilizing the incarcerated person enrollment eligibility database. Assist in maintaining a list of those participants in the eligibility database who require a COMPAS assessment.
10%	Provides support for reception and communications within the Rehabilitative Programs including screenings, directing telephone calls, visitors, and mail.
5%	Arrange meetings, conferences, and travel; make travel arrangements including transportation and lodging accommodations, prepares agenda, sets up the meeting location and records, prepares and distributes the meeting proceedings.
5%	Supports other office functions such as updating office listings, ordering supplies and maintaining the supply cabinet, processing gate clearances and coordinating guest speakers. Assist other staff when directed by immediate supervisor.
5%	Performs administrative duties including, but not limited to adhering to departmental policies, rules and procedures. Submits administrative requests, including leave, travel, and training in a timely and appropriate manner. Accurately reports and submits timesheets by the due date. Participates in DRP/CDCR trainings and meetings. Receives approval and coordinates occasional business-related travel. Provides back-up coverage when other unit employees are out of the office and to cover for vacancies. Performs other 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.
- Provides excellent customer service to both internal and external customers. Interacts in a professional manner with integrity and respect. Delivers effective communication and collaboration.

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

- Consequences may result in programming delays and misuse of departmental resources. Such delays can result in decreased Milestone Completion Credits, Educational Merit Credits, or other Achievement Credits that will delay the release/parole of our incarcerated population.

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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