

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-234-1318-XXX		MCR / HCR 1	
DIVISION / UNIT Operations Education Department		CLASSIFICATION TITLE Library Technical Assistant (Safety)			
		WORKING TITLE Library Technical Assistant (Safety)			
		TIME BASE / TENURE U04	CBID 2	WWG 2	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179		REVISION DATE 12/30/2024		INCUMBENT EFFECTIVE DATE	
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 DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Library Technical Assistants (Safety) follow established procedures which have been developed by Senior Librarians, Correctional Facility, or Librarians, Correctional Facility. Under the guidance of a Senior Librarian, Correctional Facility, or Librarian, Correctional Facility, incumbents in this classification perform specialized sub-professional duties, such as pre-cataloging, interlibrary loans, book acquisition, and locating simple bibliographic information within the library system of a State correctional facility.					
Such work primarily requires a practical knowledge of library functions and services and an ability to apply standard library tools, methods, and procedures within well-defined standards. This classification is distinguishable from general clerical classifications which perform typing, stenography, and general office work, and from professional librarian classifications which are involved in the development, direction, and evaluation of programs and in complex work requiring professional knowledge of the theories, principles, and techniques of library science.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS 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 Technical Assistant (LTA) (Safety) 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 individuals 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 will 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 incarcerated clerks and incarcerated individuals utilizing their assigned library in order to provide the incarcerated individuals with their required access and to maintain institutional safety and security. Perform and/or monitor incarcerated 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 individuals in various housing units.			

030-234-1318-XXX

20%	Maintain accurate records of incarcerated individual's library use and access, which includes but is not limited to, records of legal materials requested and/or delivered to an incarcerated individual, and records of time periods incarcerated individuals 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 individuals utilizing the institution's paging process in order to fulfill the mandated requirements of incarcerated individual's access to the courts when an incarcerated individuals is physically unable to access the material. Identify and pull requested source material based on the complete information provided by the incarcerated individual's or return the incarcerated individual's request if there is not sufficient information to identify the requested material.
20%	Provide training, instruction, and evaluation to incarcerated individual's clerks and incarcerated individuals 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 material.
05%	Provide recommendations and documentation of facts and events to staff responding to incarcerated individuals 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.
05%	Other duties as assigned to include but not limited to attending training and/or staff meetings.

SPECIAL REQUIREMENTS

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