

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) 056-210-1139-813,814,815		MCR / HCR 1	
DIVISION / UNIT FACILITIES A-D		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	WWG	COI
			R04	2	Yes ☐ No ☒
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 06/01/2026	
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					
This position demands a high degree of judgment, initiative, and ability to follow through on assigned tasks. Compiles and maintains various custody reports, which include Letter of Instruction, Dock Notices, Employee Counseling, incarcerated person grievances, Warden's correspondence, confidential staff reports etc. Compose memos, maintains logs, and track correspondence from outside agencies, incarcerated person families, and custody personnel. Communicates with outside agencies, incarcerated person families and personnel, which involve sensitive issues requiring knowledge of CDCR policies and procedures, Title 15, and Operational Procedures.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
Under the general direction of the Facility Captain, the Office Technician (T) acts as a secretary to the Facility Captain.					
% 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%	Prepares memorandums, letters, confidential reports, CDCR 128-B informative and confidential chronos, and monthly statistical reports. Reviews Grievance responses, correspondences and miscellaneous documents for appropriate format and content. Tracks and reviews assignments assigned to respective areas. Prepares and maintains files and/or logs specific to areas of responsibility, prepares and distributes mail, answers telephones and directs call or takes messages, may provide information to the Public Information Officer related to assigned areas.				
35%	Supports the Facility Captains (FC), Program Lieutenants, Program Sergeants, Correctional Counselor II's (CCII) and Correctional Counselor I's (CC I), for the purpose of analyzing, editing, editing, resolving problems, and receiving				

	miscellaneous instructions. Reviews area for document retention requirements. Performs clerical duties specific to work location.
10%	Has regular, direct responsibility for work supervision, on the-job-training, and work performance evaluation of at least two incarcerated persons who substantially replace civil service employees for a total of at least 120 hours per pay period. This includes regular monitoring of incarcerated person computer usage in accordance with institutional policy. Utilizes the Strategic Offender Management System (SOMS) for incarcerated person timekeeping and incarcerated person payroll.
10%	Accomplishes other duties as assigned, which include, but not limited to, serving as the Facility Work Order Coordinator (WOC), miscellaneous typing, updating and maintaining desk procedures, phone coverage, attending and participating in IST training and monthly Secretarial meetings. May fill in temporarily behind OA/OT positions in other areas.
5%	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 time sheets 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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