

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-211-1139-XXX		MCR / HCR 1/D	
DIVISION / UNIT Business Services/Food Services		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE FT	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION Represa, CA 95671		INCUMBENT		EFFECTIVE DATE 07/24/26	
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					
GENERAL STATEMENT					
Under the direction of the Correctional Food Manager II (CFM II) and/or Assistant Correctional Food Manager (ACFM), the Office Technician (OT) is responsible for regularly performing a variety of difficult clerical support duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. Implements knowledge of standard office equipment and computer skills. The OT is directly responsible for the supervision of the incarcerated clerk, with assistance from the ACFM.					
% 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%		Independently originates and circulates inter-departmental correspondence utilizing the knowledge of departmental policies and procedures reference materials. Ensure that employees' performance evaluations are distributed and completed according to time constraints; transcribes, types, and edits reports and other highly sensitive departmental documents. Photocopy and file confidential documents. Respond to or refer sensitive telephone calls accordingly, using knowledge of regulations, policies, and procedures.			
30%		Prepares daily Distribution paperwork for the Dining halls, Main Kitchen and Drivers. Generate and record receipt of all food, supplies, contract delegate estimates, weekly produce, work orders and warehouse orders. Maintain and record data for the Food Manager Program. Provide the CFMII a detailed report on the accounting system of the six-million-dollar food budget. Closes final accounts which reflect discrepancies per the Outstanding Encumbrances Report. Inputs data required for the Quarterly Ration Analysis.			

20%	Establish and maintain all confidential files, personnel, administrative, directories, and tracking logs pertinent to the Food Services operation. Revise and purge files periodically. Maintain State and departmental manuals, bulletins, and memos. Provide functional guidance in the scheduling, preparation, and administration of training. Participate in 40 hours of In-Service Training throughout the year. In-Service Training can include on-the-job training activities, classroom instruction, or supervised discussion of essential topics.
5%	Coordinate travel arrangements, inter-office meetings with dictation, and the CFMII's appointment calendar. Prepare and submit Special Diet List to both CSP-SAC and FSP.
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 timesheets by the due date.

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, non-employees 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 time line 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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SUPERVISORY RESPONSIBILITIES: One incarcerated office clerk to help you with paperwork. You will need to keep track of their timecard and pay. Note: the clerk is to not file staff 998's or supervisory reports.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B; or, two years of experience in typing and clerical work. Academic education above the twelfth grade may be substituted for one year of the required general experience based on either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.

LANGUAGE SKILLS: Ability to spell correctly, use proper English, follow oral and written directions, read and write English at a level required for successful job performance, meet and deal tactfully with the public, prepare correspondence independently using a wide knowledge of vocabulary, grammar and spelling, and communicate effectively.

MATHEMATICAL SKILLS: Perform arithmetical computations of medium level of difficulty; ability to add, subtract, multiply, and divide all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to evaluate situations accurately and take effective action; compile clear and comprehensive reports; deal tactfully with a wide range of inquiries; apply specific laws, rules and office policies and procedures.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

OTHER SKILLS AND ABILITIES: Ability to perform difficult clerical work; operate various office machines; type at a speed of not less than 40 words per minute from manuscript, printed or typewritten material; extrapolate information from various documents; consistently exercise a high degree of initiative, independence and originality in performing assigned tasks; and to maintain regular attendance and be punctual.

OTHER QUALIFICATIONS: Knowledge of modern office methods, supplies and equipment; business English and correspondence; and principles of effective training. Skilled in Excel, Outlook and word.

SPECIAL PERSONAL CHARACTERISTICS: A demonstrated interest in assuming increasing responsibility.

ADDITIONAL DESIRABLE QUALIFICATIONS: Education equivalent to completion of the twelfth grade.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of workday.

Frequently: Involves 1/3 to 2/3 of workday.

Occasionally: Involves 1/3 or less of workday.

N/A: Activity or condition is not applicable.

Standing: Occasionally - stands for occasional periods of time to file and record inventory cards.

Walking: Frequently - required to walk to the Main Kitchen and to deliver and pick up mail in the Administration building daily.

Sitting: Constantly - sits at a desk or computer table; may stand to break sitting as long as this does not interfere with productivity standards.

Lifting: Frequently - lifts files weighing a few ounces and rarely lifts files weighing up to three pounds or file boxes weighing 25 to 30 pounds when inmate help not available.

Carrying: N/A

Bending/Stooping/Kneeling: Occasionally - stoops/bends or kneels to pull/refile documents from the lower and upper shelves in filing cabinets. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the calculator or to perform paperwork duties.

Reaching in Front of Body: Frequently - when utilizing a keyboard and reaching for items such as the telephone and files.

Reaching Overhead: Occasionally- reaching overhead to stock upper shelves in filing cabinets.

Climbing: Occasionally - climbs steps throughout the institution during inspections and regular work responsibilities.

Balancing: N/A

Pushing/Pulling: Occasionally - to open file drawers and desk drawers.

Crouching/Crawling: N/A

Fine Finger Dexterity: Constantly - uses fine-finger dexterity to write information onto documents and to type information into the computer.

Hand/Wrist Movement: Constantly - uses hands and wrists in the handling of documents and files.

Driving Cars: N/A

Hearing/Speech/Sight: Adequate vision and hearing, as well as the ability to speak clearly, are required to type and use the computer, read forms, and to converse with co-workers and supervise incarcerated people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Fumes: Occasionally - will be exposed to diesel, gas, and propane fumes from trucks and forklifts in the back dock area.

Temperature Extremes: Occasionally - exposure to outdoor seasonal weather conditions will occur when traveling between the facilities, Main Kitchen and Administration building. Occasionally, the employee is exposed to high heat levels when in the Main Kitchen.

Working Surfaces: Constantly - works on tile covered floors.

Noise and Vibration: Occasionally - may be exposed to noise from the various equipment in use when in the Main Kitchen.

Toxic or Caustic Chemicals: Occasionally - may be exposed to toxic or caustic chemicals and wet conditions due to ongoing sanitation efforts and high heat levels combined when in the Main Kitchen.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Vertical file cabinet, telephone, electric typewriter, personal computer, calculator, copy machine, shredder, hole punch, paper cutter.

COMMENTS: The OT works from 7:00 a.m. to 3:00 p.m., Monday through Friday, with holidays off. You must wear non-slip shoes and comply with CDCR dress code (business casual).

Information for this job description was obtained by reviewing the California State Personnel Board Specification for the position and through observation of duties as they are currently performed.