

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CSP-Solano	POSITION NUMBER (Agency-Unit-Class-Serial) 674-261-1139-811	MCR / HCR 1	
DIVISION / UNIT State of California Department of Corrections and Rehabilitation California State Prison - Solano	CLASSIFICATION TITLE Office Technician (Typing)		
	WORKING TITLE Timekeeper		
	TIME BASE / TENURE P/FT	CBID R04	WWG 2
LOCATION Vacaville, California	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			
California State Prison, Solano (CSP-Solano) is an institution responsible for the care, custody, and rehabilitation of incarcerated individuals. CSP-Solano offers a variety of programs aimed at reducing recidivism, including academic education, vocational training, substance abuse treatment, and other rehabilitative services. Staff within the institution support CDCR's mission by ensuring the safe and effective operation of the facility, promoting positive change and upholding the highest standards of professionalism and integrity.			
GENERAL STATEMENT			
Under the general supervision of the Personnel Supervisor II, the Office Technician, (Typing) will be responsible for compiling, inputting and maintaining records for all custody personnel. Tracking is performed on a personal computer utilizing the Personnel			

Post Assignment System (PPAS). The Office Technician (Typing) demonstrates a positive attitude and a commitment to provide quality service that is accurate, timely, and exceeds our customers' expectations.

% 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.
65%	Compile, input and maintain time records in PPAS for all intermittent and full-time, Correctional Officers, Sergeants, Lieutenants, Medical Technical Assistants and Correctional Counselors. Entries will include regular hours of work, overtime, IST, Special assignments, shift detail, assigned post, holiday earnings and regular days off
25%	Compile from PPAS entries various code usage reports. This may include, but is not limited to, time earned and time used. Generate PPAS 998A's, work period and pay period summaries. Run error reports and make corrections as appropriate. Generate monthly billing reports used by accounting and the budget analyst. The Office Technician will respond to a wide variety of inquiries from staff involving time discrepancies.
5%	Information input from source documents is reconciled on a weekly basis. Source documents consist of daily sign-in and out sheets, IST and hospital sheets, and miscellaneous sheets.
5%	Process a list of employees who have not turned in their CDC998A and may require the establishment of an accounts receivable (A/R). Produce and distribute notification of impending A/R's to applicable employees. This position may be required to supervise Incarcerated Persons.

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, 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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