

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) 674-210-1139-809	MCR / HCR 1	
DIVISION / UNIT State of California Department of Corrections and Rehabilitation California State Prison - Solano	CLASSIFICATION TITLE Office Technician (Typing)		
	WORKING TITLE IST Office Technician (Typing)		
	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 direction of the In-Service Training Lieutenant, the Office Technician in the In-Service Training Office (IST) is responsible for entering all In-Service/On-the-Job Training for the institution, responsible for generating reports in a timely fashion, and performing all clerical duties associated with the operation of the IST office. This position will assist in scheduling staff for			

674-210-1139-809

Custody Off-Post Training, Non-Custody Block Training, and New Employee Orientation (NEO). Incumbents in this position are expected to consistently exercise a high degree of initiative and independence, as well as use good judgement, effective communication, and tact when dealing with staff and the public.

% 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%	Input all training hours into the IST computer, utilizing the Learning Management System (LMS), research correctional officer 40 hour block training IST sign-in sheets to ascertain attendance; prepare sign-in sheets for Custody & Non-Custody block training and New Employee Orientation training; input all training hours for staff completing On-The-Job Training; compile attendance records/reports for personnel timekeepers, as needed.
30%	Maintain all IST files for staff, ensuring the appropriate paperwork is filed. Input new employee records and delete outgoing staff. Forward records for outgoing staff to proper institution by certified mail and archive retired and resigned employees.
10%	Complete paperwork for staff attending off-site training at the Correctional Academy, Advanced Learning Institute, any CDCR approved trainings, or an Out-Service Training. Route paperwork through the appropriate staff for approval. Upon return from training, enter the training hours into the IST computer from certificates, sign-in sheets, etc.
10%	Sort and distribute incoming mail. Prepare Audit of Training reports from staff records for Annual Performance Reports and distribute to department heads. Prepare all written material for the IST office, as needed. Keep systemized and accurate file system for intraoffice use.
10%	Assist with the following programs: Respiratory Protection Program (RPP), Protective Vests, Correctional Officers Apprenticeship Program, and New Employee Orientation (NEO).
5%	Perform administrative duties including, but not limited to: adhering to Department policies, rules and procedures; submitting administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date. 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
-------------------------	----------------------	------

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