

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) 674-210-1139-802	MCR / HCR 1	
DIVISION / UNIT State of California Department of Corrections and Rehabilitation California State Prison - Solano	CLASSIFICATION TITLE Office Technician (Typing)		
	WORKING TITLE Central Services Office Technician (Typing)		
	TIME BASE / TENURE P/FT	CBID R04	WWG 2
	COI Yes ☐ No ☒		
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 direct supervision of the Associate Warden and/or Captain of Central Services, the Office technician (Typing) performs a variety of assignments requiring a high degree of initiative, independence, and originality. Responsibilities include completing routine office support duties; maintaining confidential and administrative files; attending meetings and conferences; taking, transcribing,			

and/or summarizing meeting notes into minutes and distributing them as appropriate; and organizing correspondence for response according to priority, with relevant items attached for reference. Screens all incoming correspondence and grievances, routes them to the appropriate staff member for response, and monitors follow-up to ensure timely responses and compliance with deadlines.

% 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%	Edits, types and proofreads all correspondence initiated or assigned to the Associate Warden, Central Services. Independently develops initiates and prepares correspondence using knowledge of departmental policies and procedures. Performs miscellaneous duties for several committees that the Associate Warden, Central Services, chairs.
25%	Distributes correspondence and assignments to appropriate department heads and maintains tracking (TIC) file for assignments. Enters Work Orders into database, processes Lock/Key requests, processes Chit requests, etc.
20%	Coordinates, schedules, and revises meetings with institutional staff as directed by Associate Warden or Captain. Receives and reviews multiple inventory forms/logs monthly and files, Inputs BIS orders; enters Work Orders, and completes supply orders for area.
10%	Establish and maintain confidential and administrative files pertinent to OPP. Revise and purges files periodically. Prepares attendance and other documents ensuring time in is charged correctly. Maintains timekeeping and tracking/assignment of annual performance evaluations and probationary reports
10%	Receives screens and refers to both public and institutional telephone calls. Acts as receptionist with regard to walk-in traffic to the Associate Warden and Captain Central Services office and refers to appropriate department as applicable. Other job-related duties as required.
5%	Attends management meetings, annual In-service training, and performs other duties as required. 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
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