

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 394-210-1139-713		MCR / HCR	
DIVISION / UNIT Custody Support - Crescent City, CA		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE Perm/ FT	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION Crescent City, CA		INCUMBENT		EFFECTIVE DATE 01/01/2025	
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 DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the Incarcerated persons Assignments Lieutenant, the Office Technician, Typing, is responsible for the various incarcerated persons assignment duties in the Incarcerated persons Assignments Office.					
% 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%		Responsible for the Strategic Offender Management System (SOMS) to enter data used in tracking job assignment movements and transactions, pay level changes, and the work status of incarcerated persons. Update SOMS data pertaining to the work status of incarcerated persons workers by examining Daily Movement Sheets (DMS), and any other valid sources. Assign and un-assign incarcerated persons jobs in accordance with Classification and the Work Incentive Program policies. Use SOMS for data entry and retrieval in support and service to institutional staff and management. Create, process, track, and collect Work Change Passes for the Minimum Support Facility, and Facilities A, B and D Work Change, MSF/RHU. All work change passes must be signed by the Incarcerated Persons Assignment Lieutenant. Gate passes must be signed by the Incarcerated Person Assignment Lieutenant and the Central services Captain. Attend staff meetings, training sessions, and In-Service Training as needed.			
30%		Correlate information and answer inquiries from institutional and departmental staff regarding incarcerated persons workers, pay levels, pay positions, assignment/assignment dates, DMS numbers,			

394-210-1139-713

	work incentive questions, policies, procedures, and any other questions related to incarcerated persons assignments. Print reports, rosters, and waiting lists for various staff. Create and fill approved jobs in SOMS.
10%	Responsible for training and supervision of incarcerated persons staff (clerical/porters) in proper procedures and methods in the Incarcerated persons Assignment Office. Give on-the-job training to incarcerated persons clerks and porters, assign work and verify that accuracy, completeness, and deadlines are met. Process work performance evaluations, maintain daily entry for Work Supervisors logs, log and prepare incarcerated persons pay sheets.
10%	Provide assistance in the preparation of various reports, including cost projections for incarcerated persons pay, compiling, analyzing, and calculating data for placement into charts, memorandums, and computerized formats. Answer CDC 602's, Incarcerated persons/Parolee Appeal Forms at the Informal Level.
5%	Attend Classification Committee weekly and Pay Committee quarterly. As needed, provide In-Service Training classes on Incarcerated persons/Work Training Incentive Program. Responsible for the supervision of two or more incarcerated persons assigned to Central Services. Adhere to the Institutional Worker Special Pay (IWSP) guidelines while supervising incarcerated persons, as well as assisting other IWSP supervisors with incarcerated persons assigned to the Administration Building, (up to six incarcerated persons total) as needed. Record and maintain accurate time worked by incarcerated persons via the Strategic Offender Management System. Order and maintain necessary supplies for the incarcerated persons porters. Maintain a chemical inventory for the porter supplies. Other duties as assigned.
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. Other duties as required.

SPECIAL REQUIREMENTS

- **Knowledge of:** Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.
- **Ability to:** Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance; maintain regular attendance and to be punctual.
- **Special Requirement:** Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.
- **Special Personal Characteristics:** A demonstrated interest in assuming increasing responsibility.
- **COMMENTS:** Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently

394-210-1139-713

performed. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated persons, 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 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

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