

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) 674-210-1139-813	MCR / HCR 1	
DIVISION / UNIT State of California Department of Corrections and Rehabilitation California State Prison - Solano	CLASSIFICATION TITLE Office Technician (Typing)		
	WORKING TITLE Operations Office Technician (T)		
	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 direct supervision of the Associate Warden and/or Captain the Operations Office Technician (Typing) is responsible for performing a variety of difficult clerical tasks utilizing a high degree of initiative and independence.			

% 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%	Type confidential and non-confidential correspondence and reports for the Facility Captain, including documents for signature by the Warden and the Operations Associate Warden. Other documents include, but are not limited to, Letters of Instruction and Letters of Appreciation, performance evaluations, sick leave audits, documentation regarding staff misconduct and recommendations for administrative action, first level grievance responses.	
25%	Pick up, sort and distribute mail as needed. Receive and audit confidential reports/memos pertaining to staff misconduct, disciplinary charges and recommendations for administrative action, as well as numerous and varied documents which have been prepared and submitted by other staff members, e.g., performance evaluations, memorandums, letters, post orders.	
20%	Maintain tracking system for the CDC 602 (Incarcerated Individual Appeal Form), CDCR 837 Crime/Incident Reports, Work Orders, CDCR 804's (Notice of Pending CDCR-115), Sick Leave Audit, Performance/Probation reports, and TICs from the Warden, Chief Deputy Warden and the Operations Associate Warden.	
15%	Screen and direct incoming telephone calls which may be sensitive or confidential in nature. Maintain general filing system for the Operations Captain's office, including supplies or various forms and documents. Arrange appointments and schedule meetings as required. Be available to take minutes of meetings and subsequently transcribe into typed format for distribution.	
5%	Supervise and train incarcerated individual clerks in the proper procedures of their duties as required. Other duties as assigned; attend mandatory IST training classes.	
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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
• <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------