

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility (CMF)		POSITION NUMBER (Agency-Unit-Class-Serial) 076-210-1379-xxx	
DIVISION / UNIT CMF / Custody Support / Incarcerated persons Assignments		CLASSIFICATION TITLE Office Technician (Typing)	
		WORKING TITLE Office Technician (Typing)	
		TIME BASE / TENURE LT/FT	CBID R04
LOCATION Solano County		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.			
CALIFORNIA MODEL			
California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into the community.			
DIVISION OVERVIEW			
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Office Technician (Typing) is responsible for practices, policies and procedures of the established by the Department.			
GENERAL STATEMENT			
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Incarcerated persons Assignment Lieutenant. Responsible for the overall paperwork flow, processing incarcerated persons ducats, tracking systems, performs computer updates, designs and technical support, knowledge of Access/Word/Excel/ERMS/SOMS systems, and data entry of the Incarcerated persons Assignment 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%	Prepare and issue approximately 25,000 custody/medical priority and non-priority ducats a month. Cut, sort, and prepare for distribution incarcerated persons ducats and Master Pass/ Housing Unit Officer List for the institution. Performs a variety of task in connection with the analysis, installation and malfunctions for all computers and printers in the Incarcerated persons Assignment Office (IAO) and have working knowledge of data entry into SOMS		

40%	for IAO assignment purposes. Maintain active running list of incarcerated persons eligible for MSF placement and a list of unassigned workers needing assignment. Update and submit this list daily to the IAO Lieutenant. Prepare work cards and work card lists to be issued. Maintain a tracking system to ensure incarcerated persons received new work cards and the old ones have been confiscated. Input of other various data into database. Answer phone calls regarding incarcerated persons classification status, ducats and work to different areas, I.e. 128G classification chronos along with maintaining chrono tracking and filing system. Remove incarcerated persons from work assignments 15 days prior to parole. Answer all IAO related form 22's and conduct interviews for all 1st Level Grievances.
10%	Assist in Mail Room as needed. Must be able to complete all tasks associated with Mail Room Operations as well as the IAO Office. Print reports for various departments as requested. Must attain knowledge of the Incarcerated persons Assignment policies and procedures.
10%	Prepare and process office supply orders, keep, update daily, weekly, monthly hard files of the IAO. Ensure IAO office is properly supplied with needed clerical items and complete purchase orders for these items when needed. Type memorandums as needed, maintain paper flows archive system. Schedule appointment as requested. Pick up mail IAO mail from the Mail Room and Warden's office daily. Attend in service training and perform other job related duties as required.

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, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: 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