

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations (DAPO)		POSITION NUMBER (Agency-Unit-Class-Serial) 061-922-1139-104		MCR / HCR 1
DIVISION / UNIT Behavioral Health Reintegration (BHR)		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE P/FT	CBID R04	WWG 2
LOCATION Sacramento		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				
The Division of Adult Parole Operations is responsible for protecting the community by enabling parole agents to play an active role in the local community's public safety plans and supporting the supervised population in their effort to successfully reintegrate into the community. The Division offers a wide range of programs and services and utilizes evidence-based tools to effect long-term behavior change for supervised individuals to earn an opportunity to discharge. The goal is to maintain gains during their parole period that will extend to post supervision. Following their release from incarceration, the Division supervises the most serious and violent persons in the state. The diverse population includes but is not limited to supervised persons with gang affiliations, persons sentenced to a life term, persons with mental illness, persons required to register pursuant to Penal Code 290, and Armstrong class members.				

GENERAL STATEMENT	
Under the direction of the Mental Health Program Supervisor, the Office Technician (OT) (Typing) Provides critical clerical assistance and support services to the Behavioral Health Reintegration (BHR). The scope of duties Performed is as follows:	
% 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%	Processes referrals of Supervised persons received from Parole Agent of Record and creates patient files. Work with clinicians and supervisor to schedule appointments for Supervised persons. Use the computer to perform inquiries in databases to determine case status, set up program profiles, download referrals, update records, and maintain logs. Maintain clinic records management systems, including clinician daily activity logs, monthly clinician roster files, admission/closure document files and outpatient case file systems.
30%	Maintains accurate listing of supervised persons utilizing BHR services, independently prepares periodic reports of supervised persons caseload status, including statistics on new cases received, cases revoked, cases transferred, and cases released. Process Medical Records Requests.
20%	Transfer and close cases as directed by Supervisor, Files, and purge charts. Provide meeting support through Agendas, Minutes, Action Items and Scheduling. Answer phone inquiries from pharmacies, clinicians and supervised persons.
5%	Submit requests for language interpretation services. Open and process daily mail. Process, review, and maintain records of vendor bills and invoices. Orders and maintains supplies and equipment for the office and field clinicians
5%	Maintains records of clinician's Continuing Professional Education (CPE). Performs personnel related duties (i.e., timekeeping, TEC, etc.). Assist with reception phone and front desk coverage when needed. Other Duties and projects as needed.
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.
	DESIREABLE QUALIFICATIONS The Division of Adult Parole, Parole Outpatient Clinic is recruiting for a talented and highly motivated individual with excellent organizational skills. The individual must have the ability to multi-task and prioritize, and communicate effectively both orally and written, evaluate situations accurately and take effective action and work cooperatively with all levels of regional, divisional staff. The individual should be dependable, motivated, punctual, have good attendance habits, all while being a team player. The most competitive candidates will have knowledge Microsoft Excel, and Word.
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		
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