

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM San Quentin Rehabilitation Center	POSITION NUMBER (Agency-Unit-Class-Serial) 095-210-1139-808			MCR / HCR 1/D
DIVISION / UNIT Custody Support / Restricted Housing Unit	CLASSIFICATION TITLE Office Technician (Typing)			
	WORKING TITLE OT- RHU Captain			
	TIME BASE / TENURE P/FT	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION San Quentin, CA	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				
San Quentin Rehabilitation Center (SQRC) is an institution responsible for the care, custody, and rehabilitation of incarcerated individuals. SQRC 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 general direction of the Captain, AI, this position is expected to exercise a high degree of initiative and independence in assuming responsibility for providing clerical support for the Restricted Housing Unit (RHU).				

% 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%	Type complex and technical letters, memorandums, and correspondence for the Captain, AI, Restricted Housing Unit. Relieve the Captain, AI, of a variety of administrative details. Type correspondence and memorandums for other unit staff. Maintain calendar for the Captain, AI, and schedule appointments.
25%	Maintain a meticulous filing system to ensure deadlines are met. Prioritize all work assignments. Advise the Captain, AI, of daily functions within the unit. Notify the Captain, AI, of all scheduled or canceled appointments. Maintain the tickler system.
10%	Maintain Bulletin Boards and ensure Declaration of Postings are completed and submitted in a timely fashion. Order and maintain office supplies for the entire unit. Maintain inventory of equipment and furniture. Call for repairs on any non-operational equipment. Maintain the unit timekeeping records and ensure these are completed and submitted by the established due dates to the Personnel Office.
10%	Maintain Inmate Appeals Log & 115's for Restricted Housing to ensure due process is met. Type confidential reports on incarcerated people such as incarcerated interviews, gang activities, enemy situations, etc. Type classification committee chronos (CDC-128G).
10%	Answer and screen all incoming calls. Pick up mail twice daily from the Administration Building, Captain's Porch, and Correctional Administrator's office. Open, screen, and distribute mail accordingly. Send faxes, make scans, and copies. Copy and file all unit material.
5%	Attends all training, meetings, and seminars as needed or required. Performs other related duties as assigned.
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>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	

095-210-1139-808

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
---------------------------	------------------------	------