

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)	MCR / HCR		
CALIFORNIA CORRECTIONAL INSTITUTION	054-232-2661-001	1		
DIVISION / UNIT	CLASSIFICATION TITLE			
ADULT INSTITUTIONS/REGION IV	VOCATIONAL INSTRUCTOR, PLUMBING CF			
	WORKING TITLE			
	Vocational Instructor, Plumbing			
	TIME BASE / TENURE	CBID	WWG	COI
		R03	SE	Yes ☐ No ☒
LOCATION	INCUMBENT	EFFECTIVE DATE		
TEHACHAPI		4/1/2026		

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 Region IV mission provides safe and secure housing for maximum to minimum custody incarcerated persons, while:

1. Providing opportunities for these incarcerated persons to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and
2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs.

GENERAL STATEMENT

Under the general supervision of the Principal and the direct supervision of the Supervisor of Vocational Instruction (SVI) the Vocational Instructor for Plumbing implements the California Department of Corrections (CDCR) learning goals and objectives.

Revised: 04/26

Vocational Instructors work within the policies and practices of the Office of Correctional Education, including the implementation of only the approved curriculum. Vocational Instructors are expected to prepare instruction and assessment that is aligned with the policies and regulations of the CDCR Office of Correctional Education, the California Commission on Teacher Credentialing, and the partner organizations and associations through which CDCR students receive trade certifications.

% 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%	Supervise all students in the shop and ensure full student engagement 100% of the time in the shop. While monitoring all students, provide small group instruction on the shop floor to small heterogeneous groups working on projects that relate to multiple competencies listed in the Curriculum Progress Record to result in Program Completion. Small group instruction includes explaining concepts related to trade competencies necessary for industry certification, modeling quality standards, and challenging students to meet industry standards for quality and completion time. Prepare students for successful completion of the Performance Exam after Course Completion so that each student earns a trade certification and Program Completion.
30 %	Supervise all students in the shop and ensure full student engagement 100% of the time in the shop. While monitoring all students, provide direct instruction to small homogeneous learning groups on concepts from the text series and related to the paper/ online certification exams. Direct instruction includes Socratic dialogue of students within the small groups so that each student has the opportunity, and is required, to communicate their understanding of activities and concepts related to trade certification.
10%	Develop lesson plans directly aligned to the OCE approved curriculum, textbooks, and industry standards. Organizes and effectively communicates class/course objectives, standards, and the requirements for successful achievement, e.g., syllabi, tests, specific tasks to students. Prepares students to attain the OCE approved industry specific certifications and provides instruction of the OCE approved coursework in literacy for those students who fall within guidelines of PC 2053.1. Prepare lesson plans that will allow students to progress toward trade certification when students are not able to access the shop due to such reasons as institutional lockdown.
10%	Reports to the direct supervisor and clearly communicates information both verbally and in writing regarding program issues. Performs the instructional duties with a professional and cooperative work ethic and maintains an effective working relationship with department personnel and students. Accurately prepares Education Monthly Report and Monthly Accomplish Report data and submits the information to the direct supervisors as required within the established time frames. Required documentation includes, but is not limited to: Permanent Class Record (CDC-151) Student Progress Reports (128-E), student disciplinary reports (CDC-115, CDC-128-A, and CDC-128-B), Work Supervisors Report (CDC-101), Inmate Work Supervisor's Time Log (CDC-1697), Vocational Training Evaluation Report (CDC-153), Record of Educational Achievement (CDC-154) Milestone Credit Earning (CDC-128-B), and all appropriate and specific industry certification documents. Appropriately complete, maintain and appropriately update all student records. The instructor purchases supplies, materials and equipment in accordance with policies and procedures
5%	Maintain all required records for student matriculation through the program. Ensures that all students are progressing through the course according to the curriculum and established pacing matrix. Report students who refuse to actively engage and progress. Appropriately ensures security of all tests. Operates basic office equipment and performs routine typing and basic computer operations in order to accurately track, maintain, and submit all required documentation logically associated with the vocational programs to include, but not limited to: incarcerated students attendance, disciplinary, assessment, safety, and industry and curricula and milestone achievements, as directed and within the established reporting time periods.
5%	Maintains institutional security by properly following escape prevention policies and procedures. Maintains classroom and shop discipline, provides a safe classroom and shop learning environment, prevents injury to self and incarcerated persons. Administers, stores, controls and issues all tools within the vocational classroom and shop in a manner that maintains safety and security of the institution and the specific vocational classroom and shop. Maintains a clean, well-organized classroom/shop and associated storage areas. Appropriately wears a personal alarm device and adheres to other CDCR sanctioned security requirements. Understands, follows and teaches the mandated safety requirements, hazardous-material (SB198) requirements, rules and regulations per

	California Code of Regulation Title 15, established local policies and procedures, and applicable laws governing the specific vocational program. Adheres to given budget and appropriately orders programs supplies, tools and equipment which directly relate to the curriculum and industry standards. Ensure that all purchasing documents are thoroughly completed and timely submitted during the purchasing phase. Follows appropriate institutional requirements for purchasing. Upon arrival of tools and supplies, appropriately logs, scribes, and store items in a timely manner.
5%	Attends required educational staff meetings to obtain knowledge of the CDCR, institutional, and OCE mission and goals. Actively participates in committee meetings such as preparation for the Department compliance Review and Audit Committee visitation, Western Association of Schools and Colleges (WASC) groups, Site Literacy Council, Inmate Advisory and Curriculum meetings, Industry meetings, etc. Evaluates and orders approved textbooks, curriculum materials and equipment in accordance with policy and procedures. Possesses and maintains all required credentials, licensures, and training as required by CDCR/OCE. The instructor stays current with the trends, processes, innovations and technology advancements of the applicable trade. Maintains required In-Service-Training (IST) hours by attending scheduled IST and on-the-job training classes including, but not limited to, all mandatory classes and the annual block training.

ESSENTIAL FUNCTIONS

Knowledge of: (With particular reference to their specialty) methods, materials, tools, machines, equipment, and safety principles involved. In addition, they must be willing to learn principles, methods, practices, current developments, and trends in vocational education.

Ability to: Perform the duties of a journeyman in the field of their specialty. They must also have the ability to provide leadership and motivation to incarcerated persons, youthful offenders, residents, and patients; teach and supervise these individuals; work effectively with other disciplines; read and use drawings and sketches; estimate and order supplies; analyze situations accurately and take effective action; maintain fair and firm discipline; and keep records and prepare reports.

NON- ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None.

INCARCERATED PERSONS SUPERVISORY RESPONSIBILITIES: The Vocational Instructor is responsible for supervising incarcerated persons conduct, overseeing tool and equipment usage, maintaining timecards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed, controlling contraband in the area and observing to prevent escapes or injury. The Vocational Instructor shall perform daily, frequent, unannounced, random checks of incarcerated persons areas to identify any security risks and deter sexual misconduct. Under usual circumstances, the Vocational Instructor will have incarcerated people to supervise 30 hours per week.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE / CERTIFICATES: The following background is required for all instructor classes described in this specification. 1.) Experience: Five years of journeyman level work experience in the appropriate subject specialty. At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential. (48 semester units of postsecondary vocational training, related to the subject named on the credential and verified by official transcript, may be substituted for a maximum of two of the five years of experience.) (Persons applying under this pattern may also use accumulated part-time work to meet the five-year requirement). (Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in the appropriate subject specialty may be substituted for the required experience.) and 2.) Education: Graduation from high school or its equivalent. and 3.) Credential: Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in the appropriate subject specialty. (Applicants who do not possess this credential may take the examination but must have on file with the Commission on Teacher Credentialing an application for the appropriate credential before appointment and must secure the credential within 120 working days after appointment.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; to write reports and to speak effectively before groups; to teach vocational literacy to students.

MATHEMATICAL SKILLS: Ability to take inventory counts, estimate and order supplies; take measurements; and add, subtract, multiply and divide whole numbers, fractions, and decimals.

REASONING ABILITY: Ability to analyze situations accurately and take effective action; maintain fair and firm discipline; make plans and evaluate students' progress.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Office Services and Related Technologies.

OTHER QUALIFICATIONS: Each vocational instructor is required to establish a Trade Advisory Committee (TAC). This committee will consist of community members related to the trade to ensure state-of-the-art curriculum, equipment, materials, and teaching methodology are being used. TAC meetings will be held at the work site with incarcerated students present, with appropriate approval two meetings per year may be held off site. The vocational instructor will ensure that minutes are taken and submitted to the Supervisor of Vocational Instruction within one week of the meeting.

All employees will perform security inspections of their area prior to receiving and/or releasing incarcerated students from the shop or classroom. All tools will be issued to incarcerated persons and staff utilizing the "chit" system. Also all tools will be accounted for at the beginning and end of each class period. If it is determined that a tool is missing, the employee will immediately notify his/her immediate supervisor, as well as other instructors in their area. Incarcerated people will not be released from the shop or classroom until the tool is recovered, unless otherwise instructed by the Watch Commander or above.

The position is critical and necessary for the processing of information, assignments, and duties required of the Education Office. All functions listed in the Duty Statement /Job Description are essential and cannot be eliminated without changing the basic character of the position.

SPECIAL PERSONAL CHARACTERISTICS: The employee must be able to tolerate occasional stress due to assignment deadlines, workloads, and dealing with disruptive, hostile incarcerated people. The employee should be properly attired, well-groomed and properly equipped when reporting for duty. Employees will have their State Identification Card, personal alarm, key chits, and a whistle in their possession while on duty. Employees will not wear blue denim, or any article of clothing which resembles, or is approved for incarcerated persons wear.

SPECIAL PERSONAL REQUIREMENTS: Must be willing to continue their educational development; work in a State correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of incarcerated persons; maintain high standards of morals and speech; tact; patience; and emotional stability.

SPECIAL PHYSICAL CHARACTERISTICS: Instructors appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of fellow employees or that of incarcerated persons.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of workday.

Frequently: Involves 1/3 to 2/3 of workday.

Occasionally: Involves 1/3 or less of workday.

N/A: Activity or condition is not applicable.

Standing: Frequently - to demonstrate work to the class, teach, supervise individual work, operate equipment, observe incarcerated persons, and talk with students or staff.

Walking: Frequently - to move about the classroom area, as well as throughout the institution, and outside the institution fence to supervise and observe incarcerated persons performing hands-on work. A pick-up truck is used to get to the general work area.

Sitting: Occasionally - to teach students, complete paperwork, records and lesson plans at a desk; attend meetings or training sessions; drive a pick-up truck; and operate a computer or telephone.

Lifting: Occasionally to Frequently - to move smaller items weighing under two pounds and sometimes 10 to 15 pounds such as hand tools, materials and paperwork. Most heavier items are lifted by incarcerated persons; however some controlled substances such as solvents and glues weighing about 60 pounds are occasionally lifted without assistance. When working in high security areas where incarcerated persons are not allowed, items may be lifted alone or such equipment as a compressor weighing 150 pounds may be lifted with the assistance of other staff.

Carrying: Occasionally - to move smaller items around the work area such as hand tools, materials, and paperwork. Larger items can be transported in a pick-up truck.

Bending/Stooping: Occasionally - to converse with seated students, demonstrated some procedures and machines, observe students work and search for contraband.

Reaching in Front of Body: Frequently - to handle paperwork, operate computer equipment, handle materials, drive a truck, issue tools, and search for contraband.

Reaching Overhead: Occasionally - to obtain lightweight items from upper shelves and to search for contraband.

Climbing: Occasionally - to utilize stairs or walk on inclines.

Balancing: Occasionally - to utilize a ladder or climb on a roof.

Pushing/Pulling: Occasionally - to open and close gates and drawers, load and unload tools and materials from the bed of a pick-up truck, and to utilize hand tools such as saws, screwdrivers, hammers, and trowels.

Kneeling/Crouching: Occasionally - to work under equipment and to search for contraband.

Crawling: Occasionally - to access attic or crawl spaces.

Fine Finger Dexterity: Occasionally - to write in the course of keeping records; reporting on the program, ordering materials, and preparing lesson plans; write on a whiteboard; operate a keyboard; and operate controls on some equipment.

Hand/Wrist Movement: Frequently - to demonstrate all aspects of building maintenance; maintain work area and equipment; write; drive a vehicle; push and pull on tools; grasp and pull on tools and materials; grasp and twist with force on tools; turn keys in locks.

Driving Cars/Trucks or Other Moving Equipment: Occasionally - will drive a pick-up truck around the institution grounds and outside the institution fence to observe and supervise various groups of incarcerated people

Hearing/Speech: Constantly - to safely operate equipment, observe and communicate with incarcerated people.

Sight: Constantly - to safely operate equipment, observe incarcerated people, and maintain security.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly: Involves 2/3 or more of workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Fumes or Dust: Occasionally to Frequently - solvent, glue, or paint fumes or airborne particles at work sites.

Outdoor Temperature Extremes: Constantly - the individual will be exposed to outdoor temperatures typically vary from 55 to 110 degrees.

Architectural Barriers: Occasionally - some work is performed on incomplete remodel and construction sites with debris and uneven surfaces.

Working Surfaces: Constantly - the individual will be exposed to surfaces like concrete inclines, asphalt incline, grass or uneven ground.

Risks of Electrical Shock: Occasionally - Power equipment, tools and extension cords are utilized.

Toxic or Caustic Chemicals: Occasionally - caustic chemicals are used for cleaning, painting, and/or stripping.

Noise or Vibration: Occasionally - power tools and compressors are used at work sites and demonstrated.

Work in High, Precarious Places: Occasionally - Some work is done on roofs and ladders, requiring supervision and inspection.
Blood borne Pathogens: Occasionally -precautions are used in case of injury in facilities with some incidence of hepatitis and HIV.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS: Vocational tools such as band saws, power sanders, drills, crew guns, hammers, planes, pliers, compressors, air guns, paint brushes, wire cutters, concrete tools, sheet rock tools, shovels, picks, and knives; educational equipment such as computer, blackboards, whiteboards, televisions, video cassette players, projectors, telephone, usual office equipment, security alarms, whistle, keys and locks, fire extinguishers, hand carts and a pick-up truck.

COMMENTS: The individual will work a straight eight (8) hours from 0700 to 1500 hours, Monday through Friday.

One or more incarcerated workers may be utilized in the performance of the physical demands of the position; however, the employee must be able to meet the physical demands as described because incarcerated workers are not always available. Due to security requirements, incarcerated persons are not permitted to work on the loading area below the dock. Also, incarcerated workers are not available during the periods of lockdown or times of institutional emergencies.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and observation of the job performed.

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 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