

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-216-6534-400		MCR / HCR 1	
DIVISION / UNIT Business Services Division Plant Operations Department		CLASSIFICATION TITLE Electrician III (Correctional Facility)			
		WORKING TITLE Electrician III (Correctional Facility)			
		TIME BASE / TENURE	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 3/1/2026	INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Positions in this series may instruct, lead, or supervise incarcerated individuals, wards, residents or patients of the Department of Corrections; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated individuals for contraband, such as weapons or illegal drugs. These classifications are subject to safety retirement. Incumbents in this series maintain order and supervise the conduct of persons committed to the Department of Corrections; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated individuals, wards, resident's or patients for contraband, such as weapons or illegal drugs. This is the lead worker level. Incumbents plan, lay out, lead and inspect the work of a group of Electricians and other workers engaged in the installation, maintenance, and repair of electrical apparatus and equipment; make rough sketches of and estimate the cost of minor electrical installations; advise in the selection of electrical materials; see that work is done according to plans and specifications, and is properly correlated with other trades; and see that safety regulations are followed.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Supervisor of Building Trades, staff will have the primary responsibility for the maintenance and repair of the institution's electrical systems and all areas outside the secure perimeter. Due to institutional need staff may be redirected to maintain or repair other electrical systems throughout the institution. Your scheduled work hours are 0730 hours to 1530 hours Monday through Friday with Saturday, Sunday and Holidays off. The position in which you are assigned has two (2) fifteen (15) minute rest periods but no lunch period. During the rest periods you are not to leave the job site, unless directed differently by your supervisor. Incarcerated workers, under no circumstances, will perform maintenance or corrective work without direct supervision. This is a breach of security and will not be tolerated. Electrician III will be responsible for the following activities:					

030-216-6534-400

% 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%	Plan, lay out, direct and inspect the work of the Electrician II's and incarcerated helpers engaged in electrical projects and repair work. The requisition of electrical materials and supervise the storage of these materials and the care and maintenance of equipment.	
20%	Complete assignments in the maintenance, installation, and repair of electrical equipment and circuits, prepare purchase requests, receive supplies, maintain inventories and records, maintain tool and material security control programs.	
15%	Perform preventive maintenance on electrical systems throughout the institution.	
15%	Write reports and keep records of costs and plans.	
10%	Search incarcerated individuals and work sites for contraband, maintain incarcerated individual accountability programs, provide safety training, and enforce safety regulations. In addition to holding work cards and calling in the out count, assign work and review performance, offer counseling regarding substandard performance, write 115's as required, submit timecards and pay sheets. If incarcerated individuals fail to report to work, you will contact the appropriate Work Change and Housing Unit, within 15 minutes, to determine the incarcerated individual's location. You will conduct random and unscheduled inspections of incarcerated individuals work areas for potential escape material and contraband. In the event you are required to work overtime or at the outside areas, a positive count will be required.	
05%	Participate in appropriate In-Service Training. Perform other duties as required.	
	When utilizing sensitive or confidential information, staff will ensure the information is not within view of other persons or incarcerated individuals. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive, or personal information into the workplace from outside of the institution. All office doors and confidential storage areas are to be locked when unattended.	
SPECIAL REQUIREMENTS		
	CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, 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