

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Correctional Safety	POSITION NUMBER (Agency-Unit-Class-Serial) 065-130-1139-001 (13016773)	MCR / HCR 1	
DIVISION / UNIT Operations Division Intelligence, Technology and Emergency Operations	CLASSIFICATION TITLE Office Technician (Typing)		
	WORKING TITLE N/A		
	TIME BASE / TENURE FT/P	CBID R04	WWG 2
LOCATION Rancho Cordova	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 Office of Correctional Safety (OCS) supports the mission of the CDCR. The OCS mission is to protect the public and serve the CDCR investigative and security interests. The OCS is the primary departmental link with allied law enforcement agencies and the California Governor's Office of Emergency Services (CalOES). The OCS is comprised of the following sub-units: Special Service Unit (SSU) conducts major criminal investigations and prosecutions, criminal apprehension efforts of prison escapees and supervised persons wanted for serious and violent felonies, primary departmental gang management unit, conducts complex gang related investigations of incarcerated individuals and supervised persons suspected of criminal gang activity, and administrative investigative and law enforcement liaison unit.			

Fugitive Apprehension Teams (FAT) conduct field arrest operations of high-risk parole violators/absconders.

Emergency Operations Unit (EOU) oversees special departmental operations such as special transport; hostage rescue; riot suppression; firearms, less lethal weapons, and armories; critical incident response; and protective vests.

Emergency Planning and Management Unit (EPMU) oversees all departmental emergency planning, preparedness, response and recovery needs, and manages the Department Operations Center.

Specialized Technology and Investigations Unit (STIU) conducts complex investigations leveraging existing and emerging technology to support the security and investigative interests of the department. Personnel assigned to the unit serve as subject matter experts in various fields and assist correctional and law enforcement agencies in detecting, preventing, and solving crimes that have a nexus to CDCR.

Criminal Intelligence Analysis Unit (CIAU) conducts and analyzes information regarding criminal suspects and criminal enterprise organizations with a nexus to California state prisons to identify threats, support investigations, and guide leadership decisions.

Investigative Training Unit (ITU) Conducts and monitors statewide investigative training needs and procurement compliance with Peace Officer Standards and Training (POST); and ensures Department policies and CDCR training mandates are met.

GENERAL STATEMENT

Under the general direction of the OCS Intelligence, Technology and Emergency Operations (ITEO), Special Agent-In-Charge (SAC), the Office Technician (Typing) provides clerical support to the various units within ITEO: Specialized Technology and Investigations Unit (STIU), Criminal Intelligence Analysis Unit (CIAU), Emergency Planning & Management Unit (EPMU), and Investigative Training Unit. The incumbent will primarily receive direction and assignments from the ITEO SAC; however, direction and assignments may also originate from the ITEO Senior Special Agents, Program Manager I and Supervisor I.

The incumbent must demonstrate initiative, independence and resourcefulness in completing the more difficult and complex duties assigned to the position. This position requires the ability to maintain confidentiality and tactfulness in carrying out competing work priorities.

% 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%	Compose, edit, type, distribute, and retain correspondence, memorandums, reports, and other written materials, including confidential, investigative, polygraph, debrief, and closure reports. Responsible for composing, editing, and sending correspondence to other law enforcement agencies on inquiries pertaining to CDCR, including sensitive/confidential criminal intelligence information. Ensure work products contain correct spelling, grammar, and punctuation, as well as proper formatting and handling in accordance with Department policies and procedures, and OCS standards. Develops, organizes, and maintains incoming and outgoing correspondence files, ensuring the files are available and up to date.
30%	Responsible for daily phone or email correspondence with local, state, and federal agencies, utilizing good judgment and discretion in appropriately addressing and/or routing calls. Accurately record and relay information, which may include sensitive/confidential matters pertaining to criminal investigations, Department staff, and law enforcement operations. Must be aware of the locations or contact information of ITEO staff on duty to facilitate urgent communication.

25%	Develop and prepare various reoccurring and ad hoc reports; compile, enter data and maintain various databases. Organize and update records in compliance with applicable retention schedules. Track and ensure field staff submit reporting data and forms accurately and timely. Route and track assignments, requests for information and other types of logged documents such as controlled correspondence and monthly reports.
10%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including gathering and assisting staff with completing and submitting monthly attendance records, reporting task force overtime, and entering mileage log information in accordance with applicable rules and processes by the applicable due date. Assist with processing incoming and outgoing mail. Coordinate and schedule meetings, make travel arrangements, airline reservations, and room accommodations as appropriate, and coordinate necessary arrangements to meet the needs of those attending meetings. Monitor and organize equipment inventory assigned/unassigned to staff, and all office equipment; generate general office supply orders. Willing to work extended hours as needed during various times of the day, night, week, weekend, and holidays on a case-by-case basis; to accomplish the completion of critical/urgent tasks.

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 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
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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
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