

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM WASCO STATE PRISON-RECEPTION CENTER		POSITION NUMBER (Agency-Unit-Class-Serial) 180-261-1139-808		MCR / HCR 1/D	
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS/PROCUREMENT		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)			
		WORKING TITLE OFFICE TECHNICIAN (T) - PROCUREMENT			
		TIME BASE / TENURE FULL TIME/ PERMANENT	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION WASCO, 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					
Facility Operations Division is committed to ensuring the operation of safe and secure Institutional settings for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Correctional Training and Rehabilitation Authority (CALCTRA), various community colleges, and community volunteers to provide meaningful rehabilitative programs throughout all institutions.					
GENERAL STATEMENT					
Under the supervision of the Business Service Officer I (Supervisor), the Office Technician (OT) performs clerical support relating to the Procurement Office. The main duties of the Office Technician consist of computer entry, answering phones, processing and logging incoming and outgoing mail; receives, logs, and processes purchase requisitions from various departments; issue and track					

vehicle usage. The OT requires the ability to spell correctly, use proper English in written communications and oral communication, make mathematical computations, operate a personal computer and calculator. The OT will be able to follow oral and written directions; evaluate situations accurately and take effective action; maintain clear and comprehensive reports and records; apply specific laws, rules and office policies and procedures; prepare correspondence independently; communicate effectively; and exercise a high degree of initiative, independence and originality in performing assigned tasks.

% 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%	Provide customer service at the front desk for the Procurement Office. Duties include the following: answering phones, managing mail runs, generating emails to staff and vendors while maintaining confidentiality; scheduling, issuing, and tracking institution fleet vehicles, logging all incoming and outgoing mail, tracking assignments and incarcerated persons' grievances; auditing staff timesheets, submitting daily staff accountability reports.
35%	Perform various clerical duties for the Procurement Department. Duties include the following: scanning and uploading attachments in SAP, tracking open purchase orders, managing and routing documents using DocuSign, and filing, copying, scanning documents. Incumbent will also log and track all purchase requisitions, including purchase order revisions, updating contact information in vendor database, and making necessary corrections in SAP.
20%	Provide general office support for the Procurement Department. Duties include the following: maintain and replenish office supply inventory, perform daily vehicle and key inventory, archive files as needed and at the end of each fiscal year, assist Business Services Assistant (BSA) as needed to include but not limited, to create purchase orders, verify Small Business/Disabled Veteran Business (SB/DVBE) Certification and Recycled Content verification.
5%	Serve as back-up clerical support for various positions within the Business Services Division. Perform administrative duties including, but not limited to; adhering to Department policies, rules and procedures, submitting administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date. Attend staff meetings, and mandatory In-Service-Training.

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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DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS/IN-SERVICE-TRAINING		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)		
		WORKING TITLE OFFICE TECHNICIAN (T) - IN-SERVICE-TRAINING (IST)		
		TIME BASE / TENURE FULL TIME/ PERMANENT	CBID R04	WWG 2
LOCATION WASCO, 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.				
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GENERAL STATEMENT				
Under the direct supervision of the In-Service-Training Lieutenant and/or In-Service-Training Sergeant, the Office Technician (OT) provides clerical support to the In-Service-Training Department. The OT regularly performs a variety of the most difficult clerical duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned				

tasks. The OT is responsible for tracking OPT (Off Post Training) for custody and non-custody, and New Employee Orientation scheduling staff; making copies for OPT classes, ensure training aids for OPT are in order, answer phones, update lesson plans, create new files for employees, archive and transfer training files, input IST/OJT training for LMS /BIS Training and Event program daily and prepare evaluation reports for Personnel. The position requires confidentiality, sound judgment, initiative, independence and good decision making skills; as well as the ability to carry out a variety of complex assignments in a timely manner with little or no supervision.

% 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%	Input IST/OJT documents daily into LMS/BIS Training and Events program accordingly on individual staff training records. Process training files for all employees. Create new training files for new employees transferring to Wasco State Prison-Reception Center; archive all training files of employees that are no longer employed at WSP-RC. Review files to ensure they are up to date with all required training. Update training codes for LMS/BIS Training and Events program for all new training. Provide orientation paperwork for new employees at IST.
40%	Assist the IST Lieutenant/IST Sergeant to keep accurate updated list of lesson plans for OPT training. Prepare list to schedule custody and non-custody staff for Off Post Training according by birth month. Answer phone calls. Prepare Evaluation reports for Annual/Probationary staff as requested by the Personnel Department. Prepare sign-in sheets for all training classes, Block Training, New Employee Orientation, and Non-Custody Block Training. Track all apprenticeship staff in the ranks of Correctional Officer, Correctional Counselor, and Fire Captain. Ensure all work orders, perpetual inventories, and ordering of supplies is completed on both a daily/monthly basis.
15%	Ensure that training aids (computers, projectors, power points, lesson plans) are made available for OPT on a daily basis. Make copies of tests, quizzes, and other required forms for Off Post Training, new Training Modules, Scheduling of Custody, Medical and Non-Custody staff who miss training. Type memorandums for Supervisor.
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. Perform other duties as needed. Attend all mandatory training as required.

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.
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GENERAL STATEMENT					
Under the supervision of the Supervisor I and under the lead of the Hiring and Recruitment Analyst, the Office Technician (OT) assists in the certification, eligibility, and hiring and recruitment process. Composes written responses to candidates and/or control agencies for the Supervisor I review. Collects statistics for various reports, establishes and maintains computer files, may format					

forms for personnel hiring and recruitment use. Assists in establishing and organizing appropriate documentation processes of interview, hiring and recruitment materials. Functions as resource for determining candidate eligibility, and providing assistance to inquiries of prospective candidates. Interprets basic laws, rules and policies as they relate to the certification, interview, and the hiring and recruitment process.

% 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%	Provides basic technical assistance to manager/supervisors to fill position vacancies. Coordinates, assembles and processes appropriate canvassing information for institution personnel recruitment. Assists in determining eligibility of candidates for interview/hire, reinstatement and/or transfer requests. Responds to inquiries from prospective candidates both verbally and in writing regarding eligibility and career opportunities.
35%	Initiates standard clearance and waiver forms utilizing the computer program for automated decentralized certification lists, coordinates interview schedules with candidates and interview panels, prepares interview packages, reviews interview panel members for appropriate level, posts/maintains and clears certification lists as required by State Personnel Board regulations, clears all applicable SROA/DROA lists. Ensures all pre-employment requirements are met-license, physical, T. B. etc.
20%	Establishes and maintains application files. Maintains SPB specification binders, updates Job Opportunity Bulletin Board and files expired bulletins. Perform other duties as required.
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. Assist in planning and conducting job fairs and trade shows within the surrounding communities and local colleges explaining the civil service exam and interview process. Attend staff meetings and all mandatory In-Service-Training.

SPECIAL PERSONAL CHARACTERISTICS

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