

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Substance Abuse Treatment Facility and State Prison at Corcoran (CSATF/SP)	POSITION NUMBER (Agency-Unit-Class-Serial) 587-210-1139-811			MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions / Associate Warden – Housing, Complex I – Facility A& B	CLASSIFICATION TITLE Office Technician (T)			
	WORKING TITLE Office Technician (T)			
	TIME BASE / TENURE FT/PERM	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION 900 Quebec Avenue Corcoran, CA 93212	INCUMBENT		EFFECTIVE DATE 01/01/2026	
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				
Complex I consist of Facility A – Level II NDPF, Facility B – Level II General Population and the Correctional Clinical Case Management Restricted Housing Unit (CCCMS RHU). Complex I 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. Complex I collaborate with the Division of Rehabilitative Programs, California Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout the facilities.				

GENERAL STATEMENT	
Under the general direction of the Facility Captain, you are responsible for typing confidential reports, staff Duty Statements, Post Orders, equipment requisitions, memorandums, correspondence replies to both public officials and private citizens and Letters of Instruction. The Facility Office Technician (T) is responsible for the supervision of incarcerated person clerks. Additionally, the Facility Office Technician (T) distributes and collects the unit institutional mail, maintains files and unit records, manuals and files; tracks grievances; answers telephones, screens calls, takes messages, and photocopies necessary documentation.	
% 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%	Types confidential memorandums/letters/reports, correspondence for the Warden/Chief Deputy Warden's signature; general Chronos, Correctional Officer Annual Performance Appraisal System (COPAS) reports, and probationary reports for the Facility A & B Captain. Prepares and initiates correspondence for the Facility A & B Captain, CCI's, CCI's, Lieutenants and Sergeants. Types of legal and non-legal documents, felony referral letters, and other reports as needed. Directly supervises eight incarcerated persons in the Program Office for Second Watch shift: one (1) IAC Chairman, one (1) IAC Secretary, one (1) Program Porter, and five (5) Clerks (total of 8 incarcerated persons). Completes daily time sheets, incarcerated person payroll timecards and performance reports. Disseminates assignments, proofreads typed reports for accuracy and completeness.
35%	Performs various clerical duties for the CCIs, CCIs, Lieutenants and Sergeants. Maintains tickler file, and Incident Report Log (to include the closures of Incident Reports). Disseminate assignments as required. Collects appeals and other requests from the secure appeals boxes located in each housing unit.
15%	Receptionist for the Facility Program Office, which includes screening and handling telephone calls and taking messages for staff. Collects and distributes Facility A & B Institutional mail. Files and orders supplies. Photocopies of various materials and distribution of paperwork and reports.
10%	Plan, organize, direct, and evaluate the work and performance of staff. This includes, but is not limited to, the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions, as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
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.
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
SUPERVISOR'S STATEMENT:		
<i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

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☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Substance Abuse Treatment Facility and State Prison at Corcoran (CSATF/SP)	POSITION NUMBER (Agency-Unit-Class-Serial) 587-228-1139-VAR			MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions / Administration – Community Resources Office	CLASSIFICATION TITLE Office Technician (Typing)			
	WORKING TITLE Office Technician (Typing) – NLTG OT			
	TIME BASE / TENURE FT/PERM	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION 900 Quebec Avenue Corcoran, CA 93212	INCUMBENT		EFFECTIVE DATE 01/01/2025	
CDCR'S MISSION and VISION				
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.				
CALIFORNIA MODEL				
California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
The CDCR and the CCHCS are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.				
DIVISION OVERVIEW				
The Community Resources Office oversees institutional Religious Services, Rehabilitative Programs (Incarcerated person Activity Groups/Nursing Led Therapy Groups), incarcerated person events, and acts as a representative for the Community.				

GENERAL STATEMENT	
Under the direct supervision of the Community Resources Manager (CRM), the Office Technician (T) performs duties for the maintenance of efficient flow of paperwork; collection, accounting, and tracking of documents; overseeing and assisting with CRM office operations, maintaining compliance with division responsibilities and procedures. The primary mission of the Community Resources Department is to provide rehabilitative opportunities to all incarcerated persons housed within any facility in the Institution in the form of self-help, religious, and community supported programs.	
% 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%	Assists with the office operations for the CRM. Provide administrative support duties relative to Nursing Led Therapeutic Group (NLTG) programs. Process and respond to CDCR 22 Incarcerated person Request for Interview and CDCR 602 Grievances. Process CDCR 2016 Incarcerated person Activity Group Program Requests, assign incarcerated persons to programs, and maintain waiting lists. Maintain instructor and program contact data and training logs for the CRM.
20%	Enter program attendance data into the Strategic Offender Management System (SOMS) and develop tracking systems. Prepare and track CDCR 2136 Incarcerated Person Activity Group Approval forms, ensure packages are completed correctly and on time. Print, distribute and collect daily NLTG SOMS program rosters. Assist with updating procedures for local NLTG Incarcerated person Activity Group (IAG) program processes and assist with managing logistics for related events or business meetings/visits within and outside of the Institution.
15%	Prepares and arranges programs conducted within the institution by visiting religious volunteers; recruits religious volunteers; and assists other staff members in carrying out the institution treatment program.
10%	Prepare NLTG IAG related memoranda, letters; proofread, format, and edit documents and training materials. Ensure documents are correct, complete, and copies are distributed appropriately. Coordinate with the Incarcerated Person Assignment Office to ensure correct NLTG program assignment data is entered in SOMS to include the designated NLTG location codes, follow-up with and track incarcerated person assignment progress for NLTG programs.
10%	Screen daily flow of paperwork, communications with staff, internal and external stakeholders, and the public. Ensure adherence to policies, procedures, and the quality of correspondence. Compile and route timekeeping documents for staff that report to the CRM, process mail, distribute and collect various materials to and from incarcerated persons, maintain files and office operations. Prepare Approval to Hire packages for additional program staffing, schedule interviews to include reserving the interview room(s), assist when needed with processing paperwork for hires and separations. Record and type minutes for division meetings and related stakeholder program progress and quality management meetings. Prepare and process reports as required for CRM.
5%	Orders and maintains supplies and materials inventory for the CRM office and NLTG IAG programs. Type Departmental Operations Manual supplements and Operational Procedures as need to improve NLTG local program operations. Oversee and submit quarterly fire drill reports and required Injury and Illness Prevention Program forms for relevant IAG program areas. Maintain accurate desk procedures for this position.
5%	Perform administrative duties including, but not limited to: forward calls to appropriate staff and file documents, 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. Performs other job-related duties as appropriate for the classification as needed.
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, nonemployees, 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*
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SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Rehabilitative Programs	POSITION NUMBER (Agency-Unit-Class-Serial) 587-231-1139-VAR	MCR / HCR 1	
DIVISION / UNIT Office of Correctional Education / California Substance Abuse Treatment Facility and State Prison at Corcoran	CLASSIFICATION TITLE Office Technician (Typing)		
	WORKING TITLE Office Technician		
	TIME BASE / TENURE FT/PERM	CBID R04	WWG 2
LOCATION 900 Quebec Avenue Corcoran, CA 93212	INCUMBENT		EFFECTIVE DATE 01/01/2025
CDCR'S MISSION and VISION			
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.			
CALIFORNIA MODEL			
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COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION			
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DIVISION OVERVIEW			
The Office of Correctional Education provides education to incarcerated students enrolled in educational programming throughout the state of California's adult institutions.			
GENERAL STATEMENT			
Under the direct supervision of the Supervisor of Correctional Education Programs (SCEP) and/or their designee, the Office Technician (OT) is responsible for the performance and coordination of the clerical functions of the Education Office.			

% 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%	Independently prepares records, educational correspondence, contracts, legal and confidential, or sensitive documents. Compiles and prepares education records and various reports (i.e., education transcripts and classes from other institutions, internal correspondence, memoranda, records, and reports). Researches, analyzes and evaluates statistics, compiles and provides data required for reports regarding Education programs, incarcerated persons participation, program development, and program completion. Independently responds to public and institutional inquiries requiring a thorough knowledge of academic, GED, vocational, library and recreational programs. Prepares confidential reports and letters; maintains confidential files for the SCEP. Utilizes word processor and spreadsheet programs on the computer to report and compile data. Hire, train and supervise the education department incarcerated persons clerks/workers. Prepare 1697 and other incarcerated worker timekeeping documents as needed. Evaluate and discipline incarcerated workers as needed.	
30%	Maintains administrative files on policies and procedures related to education programs, as well as institutional operations. Assists with staff accountability information of staff members on a continuous basis; processes mail and answers phones. Maintain school-wide student roster and education files. Maintains inventory and orders office and stationery supplies.	
30%	Assist as timekeeper for the Education Department; assisting in determining the accuracy and completeness of employee time sheets, and maintains record of employee use of leave.	
5%	Maintain order and supervise the conduct of incarcerated workers/students committed to the Department of Correction and Rehabilitation. Prevent escapes and injury by incarcerated students to themselves, others, or property. Maintain security of working areas and materials/tools. Performs other job-related duties as appropriate for the classification as needed. 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.	
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		
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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.		
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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Substance Abuse Treatment Facility and State Prison at Corcoran (CSATF/SP)	POSITION NUMBER (Agency-Unit-Class-Serial) 587-211-1139-801			MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions / Business Services – Food Services Department	CLASSIFICATION TITLE Office Technician (T)			
	WORKING TITLE Office Technician			
	TIME BASE / TENURE FT/PERM	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION 900 Quebec Avenue Corcoran, CA 93212	INCUMBENT		EFFECTIVE DATE 01/01/2025	
CDCR'S MISSION and VISION				
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.				
CALIFORNIA MODEL				
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COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
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DIVISION OVERVIEW				
The California Department of Corrections and Rehabilitation (CDCR) is committed to supplying the incarcerated people with a wholesome, nutritious, and adequate diet, with flavor, texture, appearance, and palatability taken into consideration. Recommended daily allowances as established by the Food and Nutrition Board of the National Research Council are authoritative in setting levels of nutrition.				

GENERAL STATEMENT	
Under the supervision of the Correctional Food Manager II (CFMII) and/or Assistant Correctional Food Manager (ACFM), the Office Technician (T) performs clerical functions for the Food Service operation. This position is responsible for the supervision of two or more incarcerated persons.	
% 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%	Using a desktop computer and/or typewriter, types, proofreads and assembles a variety of material including correspondence, forms, reports, performance reviews, etcetera, for the CFM , ACFM and SCC's; able to use photocopier, fax machine, calculator, typewriter, networked printers, as necessary; answers and transfers telephone calls, takes and transcribes meeting minutes, orders and oversee distribution of office supplies; able to use multiple office applications such as Excel, Word, Power Point, Outlook, Calendar and Task Manager.
35%	Maintains confidential employee contact information, Departmental Operations Manual (DOM) supplements, and other confidential information coming into Food Services. Act as the Work Order Coordinator (WOC) for food services, coordinating, tracking and submitting work order requests to Plant Operations and acts as the in-house property custodian.
15%	Plan, organize, direct, and evaluate the work and performance of incarcerated persons assigned to the food service operations in the central kitchen; provide training in clerical duties, analytical thinking, organizing strategies, record keeping and data collection, for incarcerated persons clerks. Provides documented safety and operational training weekly. Monitor, evaluate, and create written performance appraisals of assigned incarcerated persons. Counsel incarcerated persons and initiate disciplinary actions as necessary. Maintains order and prevents escape and damage to state property, conducts random searches of work areas for contraband, promotes and enforces safety rules and regulations. incarcerated persons and acts as unit timekeeper for incarcerated persons.
10%	Receives and tracks all correspondence sent to and from food services; Reviews daily paperwork from food service staff, organizes it for review from management and files daily paperwork for archiving. Downloads, run, edit, and distribute multiple daily/weekly reports
5%	Perform administrative duties including, but not limited to, adherence 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. Performs other job-related duties as appropriate for the classification as needed.
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	
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CONSEQUENCE OF ERROR	
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EMPLOYEE'S STATEMENT:

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

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POSITION DUTY STATEMENT - General

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DIVISION / UNIT Division of Adult Institutions / Business Services – Plant Operations	CLASSIFICATION TITLE Office Technician (Typing)		
	WORKING TITLE Office Technician (T)		
	TIME BASE / TENURE FT/PERM	CBID R04	WWG 2
LOCATION 900 Quebec Avenue Corcoran, CA 93212	INCUMBENT		EFFECTIVE DATE 01/01/2025
CDCR'S MISSION and VISION			
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DIVISION OVERVIEW			
Plant Operations operates under the Office of Business Services. Plant Operations is responsible for performing the duties of emergency, preventative, and corrective maintenance repairs to the equipment and the institutions infrastructure (electrical, plumbing, heating, cooling, groundskeeping and building maintenance).			
GENERAL STATEMENT			
Under the supervision of the Correctional Plant Manager II, this position performs the following duties:			

% 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%	Performs basic office work. Types, reviews, edits, and completes various forms, and reports. Maintains staff performance reports, and various other projects and confidential information. Files various purchasing forms, and purchase estimates in designated folders. Keep running totals for each shop (folder) to track expenditures for plant operations.	
25%	Answers telephones, message taking, and transfers phone calls to the appropriate staff. Photocopy reports, letters, forms, and other materials as needed. Obtains records of clearances for vendors or service contractors to get on institution grounds. Maintains a "TIC" System for work delegated to the supervisors within Plant Operations Department. Maintains and monitors hard copy and shared folders electronic filing system, D.O.M. updates, operational procedures, policy memos, and IIPP manuals.	
15%	Pickup, review, and distribute mail to proper departments or shops. Create file folders for projects, contracts, etc. according to what materials are to be used, i.e. memos, letters, and confidential information. Acts as Unit Timekeeper to ensure all CDCR 998's are completed in full, reviewed/signed by the supervisor and submitted to personnel by the third working day after payday.	
15%	Prioritize and assemble departmental and institutional document to prepare information for meetings and discussions and/or response to verbal/written inquires. Types and reviews orders for supplies needed to keep the office running effectively. Requisition items needed for the operation of the Plant Operations Department. Submits requests for repairs on all non-functional office equipment.	
10%	Perform administrative duties including, but not limited to: Adhere to Department policies, and procedures in all personnel practices. Daily monitoring in Tririga (CMMS) work order system to review/closeout work upon completion. Create work order tasks to track time as needed. Submit administrative requests for leave time, travel, and training in a timely and appropriate manner. Submit Employee Record of Attendance (CDCR 998) by required due date. Attend In-Service training and complete online LMS training annually. Performs other job-related duties as appropriate for the classification as needed.	
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		
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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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Substance Abuse Treatment Facility and State Prison at Corcoran (CSATF/SP)	POSITION NUMBER (Agency-Unit-Class-Serial) 587-261-1139-805			MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions / Business Services – Procurement	CLASSIFICATION TITLE Office Technician (Typing)			
	WORKING TITLE Office Technician (T)			
	TIME BASE / TENURE FT/PERM	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION 900 Quebec Avenue Corcoran, CA 93212	INCUMBENT		EFFECTIVE DATE 01/01/2025	
CDCR'S MISSION and VISION				
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.				
CALIFORNIA MODEL				
California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
The CDCR and the CCHCS are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.				
DIVISION OVERVIEW				
The Procurement department is responsible for purchasing commodities for the institution as well as maintaining service contracts.				
GENERAL STATEMENT				
Under the supervision of the Business Services Officer I (Supervisor), the Office Technician (Typing) performs general data entry and clerical duties for the Procurement Office such as typing memos, correspondence, reports and policies, maintains staff timekeeping				

for Procurement, Support Warehouse, and Canteen staff; receives, reviews, and processes purchase requests from various departments; maintains database for purchase orders, mail, and other documents as required.

% 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%	Responsible for the preparation, accuracy, typing and distribution of Purchase Requisitions and Purchase Orders; submits bids to vendors as needed; and generates reports as required.
35%	Responsible for drafting and/or typing memorandums and correspondence for the Procurement & Services Officer II. Responsible for the collection, logging, and distribution of mail. Responsible for maintaining Tool Control, keeping sensitive materials such as personnel information as well as vendor data records containing social security numbers or Federal Identification numbers of vendors secure. Track, assign, review, and upload all SATF policies.
20%	Contact vendors and Office of Business Services for clarification of purchase orders. Corrects discrepancies in orders and notifies all concerned agencies, departments, and vendors. Accurately input entries in the State Contracts Procurement Registration System. Acts as Unit Timekeeper to ensure all CDC 998's are completed in full, reviewed/signed by the supervisor and submitted to Personnel by the third working day after payday.
10%	Assist in training clerical staff on Business Information System and purchasing methods. Attend In-Service Training as required. Performs other job-related duties as appropriate for the classification as needed. 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.

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, nonemployees, 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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587-261-1139-805

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☒ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Substance Abuse Treatment Facility and State Prison at Corcoran (CSATF/SP)	POSITION NUMBER (Agency-Unit-Class-Serial) 587-261-1139-804	MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions / Business Services – Personnel Department	CLASSIFICATION TITLE Office Technician (Typing)		
	WORKING TITLE Timekeeper		
	TIME BASE / TENURE FT/P	CBID R04	WWG 2
LOCATION 900 Quebec Avenue Corcoran, CA 93212	INCUMBENT	EFFECTIVE DATE 01/01/2025	
CDCR'S MISSION and VISION			
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.			
CALIFORNIA MODEL			
California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.			
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION			
The CDCR and the CCHCS are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.			
DIVISION OVERVIEW			
The Personnel Office operates under Business Services. Personnel is responsible for all pay and transaction duties, Timekeeping, Hiring and Recruitment, Position Control, Classification and Pay, Return to Work, Workers Compensation, and the Family Medical Leave Act (FMLA) duties within the institution.			

GENERAL STATEMENT	
Under the supervision of the Personnel Supervisor II, the Office Technician (Typing) (OT) will be responsible for compiling and maintaining records for all permanent and permanent-intermittent custody and Food Services personnel utilizing Workforce Telestaff and BIS Systems. The OT compiles various monthly reports reflecting time worked and used including vacation coverage, vacant position coverage, overtime, leave hours, etc. The OT will respond to a variety of inquiries from staff and individual employees in resolving time discrepancies. Responsible for all aspects of Timekeeping functioning as Timekeeper. Acts as back up to the front counter Receptionist in Personnel.	
% 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%	On a daily basis audit and input data entry of exceptions/corrections to custody and Food Services time noted on FLSAs. Compile and maintain time records for all permanent and permanent-intermittent custody and Food Services personnel including, but not limited to regular time worked, overtime hours worked, all paid leave and unpaid leave. Information from source documents is reconciled, compiled, and transmitted to transactions for payroll purposes.
35%	Review and audit daily, weekly, and monthly reports and error logs. Compiles various monthly and weekly reports reflecting time worked and time used for selected transaction types including vacation coverage, vacant position coverage, overtime hours, sick leave hours, etc. Run CDC 998s for custody and Food Services staff and process the CDC 998s when returned. Prepares CDC 998 delinquency letters for custody employees. Provide the CDC 998 delinquency list to Transactions staff to establish Accounts Receivable if required.
20%	Responds to a variety of inquiries from staff regarding individual time records. Provide services to individual employees in resolving reported time discrepancies. File documents in the Official Personnel File for all employees. Assists with front desk coverage as backup.
10%	Acts as the Unit Timekeeper to ensure all CDC 998s are completed in full and that the appropriate documentation is attached, reviewed, signed by the supervisor and submitted to the Personnel Office by the third working day after payday. Attend mandatory In-Service training as required. Performs special projects and other job-related duties as appropriate for the classification as needed. 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.
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, nonemployees, 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.		
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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
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<i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☒ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Substance Abuse Treatment Facility and State Prison at Corcoran (CSATF/SP)	POSITION NUMBER (Agency-Unit-Class-Serial) 587-261-1139-809			MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions / Business Services – Personnel Department	CLASSIFICATION TITLE Office Technician (Typing)			
	WORKING TITLE Timekeeper			
	TIME BASE / TENURE FT/P	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION 900 Quebec Avenue Corcoran, CA 93212	INCUMBENT		EFFECTIVE DATE 01/01/2025	
CDCR'S MISSION and VISION				
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.				
CALIFORNIA MODEL				
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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Substance Abuse Treatment Facility and State Prison at Corcoran (CSATF/SP)	POSITION NUMBER (Agency-Unit-Class-Serial) 587-243-1139-800	MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions / Business Services – Support Warehouse	CLASSIFICATION TITLE Office Technician (Typing)		
	WORKING TITLE Office Technician (T)		
	TIME BASE / TENURE FT/PERM	CBID R04	WWG 2
LOCATION 900 Quebec Avenue Corcoran, CA 93212	INCUMBENT		EFFECTIVE DATE 01/01/2025
CDCR'S MISSION and VISION			
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.			
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DIVISION OVERVIEW			
The Support Warehouse is a branch of the Business Services Department. The Support Warehouse maintains an accurate supply on ordering, receiving, issuing and shipping of materials and supplies.			

GENERAL STATEMENT	
Under the direct supervision of the Warehouse Manager II (WMII) the Office Technician (OT) will perform secretarial duties for WMII and difficult clerical duties for other warehouse staff. The OT provides incarcerated worker supervision and is responsible for assigning, prioritizing and reviewing all assignments, completing timecards, pay sheets and work evaluations for incarcerated workers.	
% 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%	Tracks all inventory receipts and issues on the computer utilizing the State BIS program. Logs STD. 115's, assigns storekeeper numbers and distributes to staff for issuance of supplies. Responsible for the supervision of incarcerated workers and the completion of work records utilizing the Strategic Offender Management System (SOMS) to record timekeeping; instructs incarcerated workers in their job duties and responsibilities and ensures that incarcerated workers maintain the Code of Safe Practices in the workplace.
35%	Answers telephones, screens calls, and takes messages. Screen incoming mail and order supplies necessary for the performance of duties by staff and incarcerated clerks.
20%	Maintain accurate records, filing systems and types correspondence. Store and use product in accordance with the Safety Data Sheets (SDS).
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.
5%	Maintain cleanliness and proper storage of all types of commodities; attend staff meetings and IST as required. Performs other job-related duties as appropriate for the classification as needed.
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	
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EMPLOYEE'S STATEMENT:

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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