

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CSP-Solano		POSITION NUMBER (Agency-Unit-Class-Serial) 674-216-6916-XXX		MCR / HCR 1
DIVISION / UNIT State of California Department of Corrections and Rehabilitation California State Prison - Solano		CLASSIFICATION TITLE Electronics Technician (CF)		
		WORKING TITLE Electronics Technician (CF)		
		TIME BASE / TENURE P/FT	CBID R12	WWG 2
LOCATION Vacaville, California		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				
California State Prison, Solano (CSP-Solano) is an institution responsible for the care, custody, and rehabilitation of incarcerated individuals. CSP-Solano offers a variety of programs aimed at reducing recidivism, including academic education, vocational training, substance abuse treatment, and other rehabilitative services. Staff within the institution support CDCR's mission by ensuring the safe and effective operation of the facility, promoting positive change and upholding the highest standards of professionalism and integrity.				
GENERAL STATEMENT				
Under the supervision of the Supervisor of Building Trades, the Electronics Technician is responsible for repair/maintenance at the California State Prison – Solano				
% 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%	Maintain, install, adjust and repair various types of less complex electronic devices. makes repairs and adjustments to equipment such as audio-communications systems, radio and television receivers, electronic			

	testing and measuring devices, and similar electronic equipment and accessories; as required, operates such equipment; Assists higher level technicians with the installation and repair of the more complicated electronic equipment such as radio telephone, channelized microwave, wire carrier equipment, traffic signal and lighting systems; Uses electronic measuring and testing devices; Draws and interprets schematic diagrams of the simpler electrical and electronic circuits; Estimates costs of repairs and orders materials and replacement parts for components for personal alarm systems; radio, intercom and paging systems; temperature controls, telemetering, and other electrical equipment; Keeps simple records and make reports.
30%	Completes assignments in the maintenance, installation and repair of electronic components and circuits, prepare purchase requests, receive supplies, maintain inventories and records, maintain tool and material security control programs.
25%	Instruct, supervisor, maintain accountability of and prepare incarcerated individuals progress and time worked reports, maintain timekeeping records, search incarcerated individuals and work sites for contraband, maintain incarcerated individuals' accountability, maintain security programs, provide safety training and enforce safety regulations, complete assignments in energy conservation programs. Perform other duties as required.
5%	The Electronics Technician follows all applicable safety/security rules and regulations as set forth by SB198 guidelines and the Departmental Operations Manual. This includes, but not limited to, Tool Control, Searches and Personal Conduct
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, 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>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