

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility (CMF)		POSITION NUMBER (Agency-Unit-Class-Serial) 076-211-1139-xxx	
DIVISION / UNIT CMF / Business Services / Food Services		CLASSIFICATION TITLE Office Technician (Typing)	
		WORKING TITLE Office Technician (Typing)	
		TIME BASE / TENURE FT/P	CBID R04
LOCATION Solano County		INCUMBENT	
		EFFECTIVE DATE	
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.			
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			
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Office Technician (T) is responsible for practices, policies and procedures of Food Services established by the Department.			
GENERAL STATEMENT			
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Correctional Food Manager I (CFM I), and/or the Assistant Correctional Food Manager (ACFM), the Office Technician (T), types various forms, reports and correspondence, extracts inventory and scheduled data. Maintains numerous reports necessary to enable maximum quality and compliance of mandated procedures. Communicates with other agencies and the public.			
% 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 in reviewing, monitoring, compiling, inputting data from various reports; works with various departmental programs such as Business Information System (BIS), automated Food Manager System (FMS). Maintains and tracks staff Personnel related documentation such as Employee Attendance Records (998A), Individual Development Plans (IDP), Workers Compensation related reports, employee and incarcerated persons accident reports, fire and safety reports.		
35%	Assists the CFM I, ACFM, and Supervising Correctional Cooks in answering memorandums, incarcerated persons appeals and other correspondence as needed. Assists in the requisition, receipt, inspection, storage and inventorying of Food Service supplies. Maintains records, filing and prepares reports. Tracks time sensitive assignments to completion. Inspects for compliance with sanitation, safety and security standards.		
20%	Answers all telephone calls, screens and directs them to responsible party. Orders and maintains office supplies, inventories and disbursements. Operates various office machines, including personal computer, copier and fax machine. Supervises a minimum of two incarcerated persons workers.		

10%	Picks up mail and distributes to various departments. Sorts incoming correspondence, redirects to appropriate individual. Interacts with Personnel, Accounting, Procurement, Plant Operations, Business Services, Vector Control and Custody personnel regarding overall operations within the Food Services Department and the Department of Corrections. Other job related duties 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.
- 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

- 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 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
---------------------------	------------------------	------