

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Institution for Women		POSITION NUMBER (Agency-Unit-Class-Serial) 086-231-1139-803		MCR / HCR	
DIVISION / UNIT Custody, Housing and Program Services		CLASSIFICATION TITLE Office Technician (T)			
		WORKING TITLE Education OT			
		TIME BASE / TENURE LT/FT	CBID R4	WWG 2	COI Yes ☐ No ☒
LOCATION Education		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 Custody Operations, Housing, and Program Services division has 3 main departments. Custody Operations is responsible for institution security operations, including the Watch Commander and Watch Office, Personnel Assignments, Visiting operations, and other security measures. The Housing Department is responsible for all Incarcerated Person housing needs, to include feeding, some classification services, and Incarcerated Person discipline. Program Services is responsible for all Incarcerated Person programming activities in Education, California Correctional Training and Rehabilitation Authority, and indirect supervision of the Integrated Substances Use Disorder Treatment and Family Services.					
GENERAL STATEMENT					
Under the direction of the School Principal or his/her designee, the Office Technician (OT) (Typing) provides clerical support to the Supervisor of Correctional Education Programs (Principal) and the Supervisor of Academic Instruction (Assistant Principal). The OT processes, stores, and retrieves information utilizing word processing, database, and spreadsheet computer applications. The OT					

will maintain filing systems and tracking spreadsheets for inventory, supplies, education records, correspondence, and other documents created by and received into the Education Office. The OT will perform routine tracking, filing, and maintenance of various education reports.	
% 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.
45%	ESSENTIAL FUNCTIONS Prepares correspondence, reports, and charts. Ensures correspondence and assignments are completed within current Departmental guidelines and provides clerical support to the Supervisor of Correctional Education Programs (Principal) and the Supervisor of Academic Instruction (Assistant Principal), and other education staff. Assists the education staff with obtaining Incarcerated Person student education records from previously attended education institutions. Create procurement documents for curricular and other educational materials, supplies, and equipment; maintain an inventory of supplies and equipment; arrange meetings; prepare agenda and minutes; process various assessment document scores, high school transcripts, General Education Development certificates, and Permanent Class Records; create and maintain tracking documents for Incarcerated Persons arriving to and departing from the Education Programs; assess and deliver correspondence; process and maintain a filing system for various education reports, and folders; process, distribute, and maintain copies, as appropriate, for various education, institutional, and Department reports; maintain a tracking system for all education documents received into and departing from the Education department. Follows oral and written directions and evaluates accurately and responds appropriately to situations that may arise in the performance of assigned duties.
35%	Utilize a computer. Type general correspondence, memos and other inter-office materials. Type of employee Individual Development Plans (IDPs), Letters of Instruction, Employee Counseling, etc. Prepare and file confidential materials. Prepare employee timekeeping (998's) for the Education Department for supervisory review. Compile information submitted by supervisors for the preparation of the Education Monthly Report. Input data and prepare forms for monthly Incarcerated Persons payroll. Maintain Education Department supervisory files. Maintain logs and tracking system for IDPs, 954's, assignments, TIC dates, 602's, and master vacation calendar.
15%	Assists staff in photocopying. Coordinates staff meetings and arrangements for training, travel and lodging accommodation. Process travel claims Participates in and assists with the preparation of staff meetings. Procures and maintains supplies and equipment. Prepares meeting agendas and minutes.
5%	Performs other clerical duties as required. Attend all mandatory training. Serves as a back-up to the other Office Technician (T) in the Education Office. Perform administrative duties including, but not limited to adhere 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 Work Shift: Monday – Friday Work Hours: 7:30 am – 3:30 pm
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>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