

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA MEN'S COLONY		POSITION NUMBER (Agency-Unit-Class-Serial) 056-211-1139-801		MCR / HCR 1	
DIVISION / UNIT FEEDING/BUSINESS SERVICES		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)			
		WORKING DAYS/HOURS: Monday – Friday 0730 - 1530 (Position may require incumbent to work flexible hours and/or overtime).			
		TIME BASE / TENURE	CBID	WWG	COI
			R04	2	Yes ☐ No ☒
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 05/13/2026	
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION					
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
This position regularly performs a variety of difficult duties and consistently exercises a high degree of initiative, independence, and originality in performing assigned tasks. Independent origination of correspondence involving the knowledge and application of regulations, policies, and procedures is required; the work product of this position is rarely reviewed. Responsible for the processing of purchase documents for goods and services for Food Services utilizing the Business Information System (BIS)/SAP program. As necessary, provides functional guidance in training and assistance to less experienced employees in office support functions. Supervises the conduct and work of at least two incarcerated persons and assists in maintaining security within the work area.					
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 II, DOC, the Office Technician (OT) (Typing) (T) serves as the sole clerical support to all Food Services staff assigned to the East Facilities.					
% 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.				
30%	Create, review, and process purchase requisitions in BIS utilizing established policies and procedures. Interact with Food Services and Business Services staff and vendors to resolve questions and problems with the purchasing process. Process orders through BIS which includes assigning appropriate funding and billing codes and typing purchase requisitions. Maintain and track accurate and complete purchasing records. Provide assistance, guidance, and direction to Food Services staff and vendors to achieve excellent customer service. Supervise the conduct of persons committed to the Department of Corrections and Rehabilitation; prevent escape and injury by				

30%	these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated persons for contraband such as weapons or illegal drugs. Assists in preparing and maintaining master forms, 998s and updating of lists of vendors as needed. Updates Food Services manuals and develops and implements office guidelines for Food Service clerical support procedures. Assists with processing the weekly produce order and overtime/sick leave usage reports, takes minutes of meetings, prepares final copies of post orders and staff performance evaluations, prepares, and finalizes incarcerated person payroll, assists the work order coordinator for Food Services, and prepares accident reports, prints upcoming staff monthly 998s, and completes requests for gate clearances. Prepares and maintains the daily Wake-up Sheet and weekly Critical Worker's List for incarcerated persons assigned to the Food Services department and the Religious Diet Alternative Program, Religious Meat Alternative, and Jewish Kosher Meal Plan lists.
20%	Type and/or compose letters, memorandums, and various written correspondence. Monitor and ensure the safety and security of the work area and materials and perform tool inventories throughout the workday. Maintain adequate supplies for essential office functions. Screen incoming mail, route to appropriate staff for review and determination, and follow-up to ensure that all areas within Food Services are meeting deadlines. Answer, screen, and direct incoming telephone calls and visitors to appropriate staff, or personally assist. Maintain the organizational chart for Food Services, prepare and distribute staff accountability sign-in sheets, and gather; review; and submit for approval Food Services staff's timesheets.
15%	Has regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two incarcerated persons who substantially replace civil service employees for a total of at least 120 hours per pay period.
5%	Performs other duties as assigned. Attends required In-Service Training in addition to the yearly required Block Training. 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 REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated persons, 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 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