

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-210-1139-812		MCR / HCR 1	
DIVISION / UNIT Custody Support Investigative Services Unit		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179		REVISION DATE 11/30/2024		INCUMBENT EFFECTIVE DATE	
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 DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Investigative Services Unit (ISU) Lieutenant, the Office Technician (Typing) is responsible for providing clerical support and services for the Investigative Services Unit, Institution Gang Investigations, and the Security Squad. Typical duties related to the Units include but are not limited to the following:					
% 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.				
40%	Type, proofread, and edit reports for accuracy and duplicate as needed. Prepare correspondence for mailing (i.e., First Class Mail; Certified Mail; Overnight Express Mail; facsimiles, email, etc.).				
20%	Track and inform the Investigative Lieutenant of all assignments that the ISU is responsible per an institutional schedule. Forward all initiated Formal Investigations to the Office of Internal Affairs: Central Intake Northern Division. Forward all accepted Request for Direct Adverse Action to the office of Employee Relation's Office. File all correspondence, reports, Operational Plans, Department Operation Manual, and inquiries when received in the ISU. Purge outdated files from the file room on a daily basis.				

030-210-1139-812

15%	Gather information to prepare District Attorney referral cases: Type witness list, DA Form 3, Statement of Case, DA Form 160, and a CDC-128B Chrono for each referral. In addition, type a memo to the appropriate Associate Warden, notifying them of all non-referral cases.
10%	Transcribe information to maintain a tracking system to provide statistics to the DNA Coordinator. Information to be collected is an ongoing list of incarcerated individual's names from the Reception Center and Main Records identifying incarcerated individuals that need to have a DNA specimen collected. Pull from the Department of Justice DNA kits: 1. CALDNA Card and fill-out appropriate information. 2. Palm Cards and fill-out appropriate information. 3. Label for saliva and fill-out appropriate information. 4. Mailing label and fill-out appropriate information. Prepare California Department of Corrections and Rehabilitation form CDC-128Bs on incarcerated individuals that have provided DNA samples.
05%	Answer phones, take messages and make travel arrangements for the Investigative Services Unit Lieutenant, Institution Gang Investigations Lieutenant, and Investigative Services Unit members.
05%	Maintain and prepare Monthly Statistical Report regarding staff/incarcerated individual's investigations and/or incidents for ISU.
05%	Attend In-Service Training classes; perform other related duties as required.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated population, 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 time line 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 Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-210-1139-814		MCR / HCR 1	
DIVISION / UNIT Custody Support Incarcerated Assignment Office (IAO)		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 7/1/2026	INCUMBENT		EFFECTIVE DATE	
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 DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies, and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.					
GENERAL STATEMENT					
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the RJD Incarcerated Assignment Office (IAO) Lieutenant, the Office Technician (OT) (Typing) provides quality direction of daily activities in the IAO. Duties require a working knowledge of the incarcerated individuals work and training, incarcerated individual pay and incarcerated individual programs. Additionally, the OT will assume other duties as directed by the IAO Lieutenant.					
General Responsibilities: Exercise initiative and good judgment in performing assigned tasks. On an on-going basis, collect, verify for accuracy, and enter all education, program, and job assignment related data into the Strategic Offender Management System (SOMS). Be familiar with factors of each job assignment location. Create, track, and maintain security of gate passes. Interpret and monitor Classification Committee Hearings for potential assignments. Fill all vacant incarcerated individual assignments (work, education, and vocation) via the SOMS waiting list system. Incarcerated individuals will be prioritized for job or education/vocational assignments in accordance with their credit earning status, and release date. Be a resource for all personnel and incarcerated individuals regarding IAO operational issues. Afford necessary training and mature leadership of incarcerated workers.					

030-210-1139-814**Laminating Machine Security**

The IAO laminating machine will be utilized to laminate all outside the security area gate passes as required by DOM 52020.8.2. The laminating machine will not be used when incarcerated individuals are present, and the office door will remain closed during its use. When the laminating machine is not in use, it will be secured, in the IAO.

Master Pass List and Priority Ducats

Run and Publish the Master Pass List Report, priority ducats and offsite appointment list daily in SOMS. Upload the reports daily to the Share Drive at 2:00 PM for distribution.

Assignment cards and Assignment Changes

Run and Publish the Assignment Cards and Assignment Changes Report daily in SOMS. Upload the reports daily to the Share Drive by 2:00 PM for distribution.

Form GA 22

Respond to Form GA22 *Incarcerated Individuals/Supervised Individual Request for Interview, Item or Service* that are received by the IAO in a timely manner.

% 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.
40%	Maintain all job assignments and waitlists in SOMS. Assign incarcerated workers appropriately from the waitlist after verifying if the incarcerated individual is eligible for assignment.
20%	Create gate passes for review by the IAO Lieutenant for distribution to specific gate pass location. Create, track, and maintain security of gate passes. Maintain list of qualified incarcerated individuals for regular gate pass assignments and off reservation work details (ORWD).
20%	Maintain Monthly IAO reports as well as other reports and printouts as needed by the Institution. Maintain source documents and reports as required. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work.
15%	Tracking, reviewing, and processing of documents such as but not limited to, Incarcerated Individual Work Change Application (CDC 132) and internal work changes that affect the job changes as a result of disciplinary or classification actions. Report COMPSTAT numbers to the COMPSTAT Coordinator. Mail and document handling, filing, records management, statistical and other record keeping.
05%	Maintain and order supplies necessary for the proper operation of the IAO. Other related duties as instructed by immediate supervisor.

SPECIAL REQUIREMENTS

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

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 Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-261-1139-830		MCR / HCR 1	
DIVISION / UNIT Administration Community Partnership		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 5/1/2026	INCUMBENT		EFFECTIVE DATE	
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 DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
This consolidated series specification describes four classes in which employees learn and perform a variety of general office work. General office duties include typing, dictation and transcription; mail and document handling; filing and records management; document preparation and review; composition of correspondence; oral communications; statistical and other record keeping; cashiering; and ordering and maintaining supplies and equipment. Employees in this series may be regularly required to have particular knowledge and/or proficiency in such special areas as typing, cashiering, and information services. Classes which do not conform to the "Definition of Levels" section or have other salary structures are excluded from this consolidated series specification. Each special area of general office work incorporated into this specification will utilize only the class(es) that appropriately describes the type and level of work performed and the duties and responsibilities assigned to positions which are comparable to the appropriate level(s) described in this consolidated series specification. Not every special area of general office work will utilize all the levels contained in this consolidated series specification. The Office Technician (Typing) may instruct, lead or supervise incarcerated individuals, wards or resident workers.					
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
Under the supervision of the Community Resources Manager (CRM), the Office Technician (Typing) provides secretarial support to organize and maintain the Community Resources Manager's office workload and promote an efficient work environment. Handles changing priorities and deadlines to complete assigned tasks. The Office Technician (Typing) must maintain discretion in identifying and processing sensitive and confidential information. Duties include, but are not limited to the following:					
% 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%	Act as a team player and assist co-workers as needed. Represent the Community Resources Office and Richard J. Donovan Correctional Facility in a positive way. Maintain meaningful relationships with the Community Resources				

030-261-1139-830

	team and community members alike. Promotes the benefits of rehabilitation and supports the California Department of Corrections and Rehabilitation's mission.
20%	Types, proofs, files, and maintains all documents generated by the CRM. Maintains quality control to produce accurate and complete documents. Reviews, screens, redirects, and processes incoming and outgoing electronic, institutional, and postal mail prioritizing time-sensitive issues for the CRM's immediate attention.
20%	Inputs confidential data in a computer-based management information system for tracking purposes (e.g. assignments, incoming correspondence, staff/incarcerated individual incidents/complaints, etc.) for the CRM to maintain assignment control and an information source as needed. Follow-up on projects and requests assigned to staff to check on status and ensure deadlines are met utilizing an automated tracking system, e-mail, and other communication devices as needed.
15%	Prioritizes and assembles departmental and institutional documents to prepare information for meetings and discussions and/or response to verbal/written inquiries (e.g. headquarters, outside agencies, public, and legislative offices, etc.) utilizing departmental resources and their own initiative. Independently compose e-mail and correspondence for the CRM's signature in an effort to provide relief and assistance from routine administrative details (e.g. meeting minutes).
10%	Maintains the CRM's calendar to effectively manage daily schedules utilizing computer-based program. Make travel arrangements (airline, rental car, hotel accommodations, maps) for the CRM.
05%	Attend In-Service Training. Perform other related duties as required.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, visitors, non-employees, 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 on 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
---------------------------	------------------------	------