

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>Pelican Bay State Prison                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | POSITION NUMBER (Agency-Unit-Class-Serial)<br>394-216-6916-004,005 |             | MCR / HCR                  |                                                                            |
| DIVISION / UNIT<br><br>Plant Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | CLASSIFICATION TITLE<br>Electronic Technician, CF                  |             |                            |                                                                            |
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| LOCATION<br>Crescent City, California                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | INCUMBENT                                                          |             | EFFECTIVE DATE<br>1/1/2026 |                                                                            |
| <b>CDCR'S MISSION, VISION and COMMITMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                    |             |                            |                                                                            |
| <p><b>Mission</b><br/>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.</p> <p><b>Vision</b><br/>We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p><b>Commitment</b><br/>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.</p> <p>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.</p> |  |                                                                    |             |                            |                                                                            |
| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                    |             |                            |                                                                            |
| You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                    |             |                            |                                                                            |
| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                    |             |                            |                                                                            |
| Under the general supervision of the Supervisor Building and Trades, the Electronic Technician, CF, is responsible for the maintenance, installation and repair of camera systems, electronic devices and various site security detection systems throughout the institution.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                    |             |                            |                                                                            |

**394-216-6916-004,005**

| % 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.                                                                                                                                                           |
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| 30%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Responsible for the maintenance, installation, and repair of camera systems and electronic devices, such as, personal alarm systems, fire alarm systems, intercom and paging systems and various site security detection systems.                                                                                                                      |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Maintain and install telephone and other electronic equipment. Maintain and repair low voltage electrical systems, site television and video monitoring systems and equipment, such as, video cameras and video recorders.                                                                                                                             |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Maintain and repair door control circuits, electronic monitoring and alarm equipment associated with the electric fence and cell doors. Keep work and common areas clean and neat. Prepare purchase orders and maintain material inventories and records. Complete assignments in energy conservation programs. Draw and interpret schematic diagrams. |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Daily monitoring of the Computerized Maintenance Management System (CMMS) including but not limited to review of incoming corrective and preventative maintenance work tasks, detailed logging of labor hours and materials utilized to complete repairs, ensuring thorough documentation of maintenance activities.                                   |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Maintain order and supervise the conduct of incarcerated persons (IP) assigned to your work area. Maintain the security of working areas and work materials, inspect premises and search IP for contraband, maintain IP accountability and enforce security programs. Provide safety training and enforce safety regulations.                          |
| 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 Other duties as required.                                       |
| <b>SPECIAL PERSONAL CHARACTERISTICS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• 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.</li> <li>• Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.</li> <li>• Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.</li> <li>• Ability to build trust, improve communication, and assist with the transformation of correctional culture.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                        |
| <b>SPECIAL REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                        |
| <b>CONSEQUENCE OF ERROR</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• 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.</li> </ul>                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                        |
| <b>To be reviewed and signed by the supervisor and employee:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                        |
| <b>EMPLOYEE'S STATEMENT:</b> <ul style="list-style-type: none"> <li>• I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                        |
| EMPLOYEE'S NAME (Print)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | EMPLOYEE'S SIGNATURE                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | DATE                                                                                                                                                                                                                                                                                                                                                   |

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| <b>SUPERVISOR'S STATEMENT:</b> <ul style="list-style-type: none"><li>• <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i></li><li>• <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></li></ul> |                        |      |
| SUPERVISOR'S NAME (Print)                                                                                                                                                                                                                                                                                                                                                   | SUPERVISOR'S SIGNATURE | DATE |