

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-216-6916-XXX		MCR / HCR 1
DIVISION / UNIT Business Services/Plant Operations		CLASSIFICATION TITLE Electronics Technician, CF		
		WORKING TITLE		
		TIME BASE / TENURE FT	CBID R12	WWG 2
LOCATION Represa, CA 95671		INCUMBENT		EFFECTIVE DATE 08/27/26
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				
Plant Operations' primary function is the maintenance and repair of the institution's infrastructure, operational systems, and equipment.				
GENERAL STATEMENT				
Under direction of the Supervisor of Building Trades, the Electronics Technician will install, maintain, repair, and operate various types of low voltage electronic devices and equipment.				
% 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%	Installs, maintains, adjusts, and repairs various types of the low voltage electronic devices; makes repairs and adjustments to equipment such as audio-communication and security sound systems, magneto, common battery and dial intercommunication systems, radio and television receivers, electronic testing and measuring devices, and similar electronic equipment and accessories; as required, operates such equipment; draws and interprets schematic diagrams of the simpler electrical and electronic circuits; estimates cost of repairs and orders materials/replacement parts; keeps simple records and makes reports.			
25%	Replaces and repairs telephone systems and wiring, minor to complex repairs associated with the PBX, Microcall, centigram systems, closed circuit video security systems, low voltage alarm and fire systems, all low voltage systems associated with the perimeter electric fence, including sensor, controller cabinets, and panels. Assists Electricians with minor electrical installations. Responsible for the garage facility and equipment. Maintain and update inventory records on a daily basis; conduct a monthly inventory of all parts and tires located at the garage. Maintain the Daily Tool Control Report.			

20%	Performs preventive maintenance to all electronic equipment, as mandated by the Department of Corrections, to ensure its efficient, continuous operation, with minimal impact to institutional programs and services. This includes cleaning, lubrication and inspection of electronic components throughout the institution.
10%	Maintains accountability of tools, keys, and power equipment used in the performance of required duties. Performs daily tool checks; completes inventory checklists; maintains accountability of hazardous materials; orders parts and materials that are needed to complete equipment repairs; and prepares cost estimates.
5%	Completes a combination of 40 hours per year of In-Service Training and On-the-Job Training. This will consist of Safe Workplace Practices Training in accordance with the institution's Injury and Illness Prevention Program. The Electronics Technician is required to participate in safety meetings, provide safety-related training to incarcerated workers, and encourage the prevention of accidents and injuries.
5%	Maintains accurate records of time and materials used daily in performing equipment repairs.
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.

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 prison incarcerated people, 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
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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
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NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

INCARCERATED PERSON SUPERVISORY RESPONSIBILITIES: When incarcerated person labor is utilized, the Electronics Technician is responsible for supervising incarcerated persons' conduct, maintaining strict control over materials which could be used to make weapons; maintaining time cards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Education equivalent to the completion of the twelfth is preferred. Two years of experience in the repair, maintenance, and testing of equipment incorporating electronic circuitry. (College education with major work in electrical or electronic engineering may be substituted for one year of the above experience, on the basis of one year of education being equivalent to six months of experience.)

LANGUAGE SKILLS: Read and write English at a level required for successful job performance; read, interpret, and work from a set of plans, drawings, and specifications; keep simple records and make reports.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic algebra and geometry, and make estimates of labor and costs.

REASONING ABILITY: Ability to evaluate situations accurately and take appropriate corrective action. The Electronics Technician must be able to follow oral and written instructions, as well as be able to read and interpret electrical and electronic schematic diagrams. Must be able to instruct and lead unskilled assistants.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER SKILLS AND ABILITIES: Skill in repairing and maintaining electronic and telephone equipment. Ability to work well with others, make sound decisions in difficult situations, and demonstrate an interest in accepting increasing levels of responsibility. In addition, the Electronics Technician must have the ability to perform activities with a schedule, maintain regular attendance and be punctual, perform at a consistent pace without an unreasonable number of rest periods, and perform effectively when confronted with potential emergency, critical, or unusual situations.

OTHER QUALIFICATIONS: Knowledge of basic electronic theory and electrical practice; repairing and maintaining electronic and telephonic equipment; use of precise electrical measuring instruments used in servicing electronic and related equipment; elementary safety precautions to be observed in maintaining electrical equipment.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Frequently - will stand while making some repairs to equipment. Typically, he/she will not stand in one place longer than approximately 30 minutes.

Walking: Frequently - will walk throughout the prison grounds, and back and forth to various work sites to repair equipment, while performing inspections and repairs in control booths and housing units. A pickup truck or electric cart may be used for transportation of materials and equipment in the field.

Sitting: Occasionally to Frequently - will sit during breaks, to complete paperwork, or for longer periods while performing repairs at a work station, computer, or to complete log entries.

Lifting: Occasionally to Frequently - will lift and carry tool bags weighing approximately 10 pounds; however, the bags may be placed on a hand truck and pushed from one location to another. He/she will also be lifting tools, equipment, and materials throughout the workday which can weigh from a few ounces each for hand tools, to cameras or monitors weighing up to 30 pounds. Occasionally, he/she may be required to lift heavier items. Staff or inmates may be used if needed.

Carrying: Frequently- may carry tools, materials, and equipment to perform repair jobs. At times, heavier items such as monitors or cameras may need to be moved from one location to another or up and down stairs as necessary. Typically, inmates or additional staff are used to assist with these functions.

Bending/Stooping: Occasionally- will be bending as he/she inspects and repairs equipment. This is usually done on a routine basis in the PBX room, and sometimes can be performed in tight quarters.

Reaching in Front of Body: Frequently - while performing repairs, preventive maintenance, inspections, and equipment installations. The Electronics Technician will usually have his/her hands forward when working with tools and equipment.

Reaching Overhead: Occasionally - most overhead work is done while working on ladders. Examples of these duties include installing conduit, pulling wire or installing monitors.

Climbing: Occasionally - utilizes ladders to access the roof; work on cameras, monitors, or other equipment. Each of the living units, administration/support services buildings, and the control booths contain stairs that must be accessed to complete required tasks.

Balancing: Occasionally - will need to balance himself/herself while working on roofs, stairs or ladders.

Pushing/Pulling: Occasionally - repair and installation activities usually require pushing and pulling against parts, tools, and equipment. Inmates may be utilized to assist with these tasks, subject to availability and provided that the necessary work activities are not being performed in inmate-restricted areas.

Kneeling/Crawling: Occasionally - will need to assume this position while inspecting or repairing equipment or working in small/confined spaces such as attics or mechanical rooms.

Crouching: Occasionally - may crouch to work on equipment that is in close proximity to the ground.

Fine Finger Dexterity: Frequently - utilizes these skills while working on intricate mechanical/electrical devices and in the completion of paperwork associated with timekeeping duties.

Hand/Wrist Movement: Frequently to constantly - manipulates hand tools and parts during the majority of the day while performing repairs and preventive maintenance to the equipment.

Driving Cars/Trucks/Forklift Other Moving Equipment: Occasionally - will operate cars, trucks, electrical carts, electric or mechanical lifts in the performance of his/her duties.

Hearing/Speech/Sight: Necessary for successful job performance and to maintain institutional security.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Electronics Technician working in the field typically spends approximately 75 percent of his/her workday indoors and 25 percent outdoors; however, these percentages may vary depending on the type of work that must be completed.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly:	Involves 2/3 or more of workday
Frequently:	Involves 1/3 to 2/3 of workday
Occasionally:	Involves 1/3 or less of workday
N/A	Activity or condition is not applicable

Fumes: Occasionally - from automobiles and trucks with diesel and gasoline engines and from battery operated equipment.

Dust: Frequently - encountered in work or storage areas.

Temperatures Extremes: Depending upon the nature of the job being performed and the season, exposure to temperatures ranging between 32°F and 110°F may be experienced.

Architectural Barriers: Frequently - employee is expected to climb ladders, stairs, ramps, and hills. The institution's location requires considerable walking on unpaved and uneven terrain.

Working Surfaces: Frequently - concrete, asphalt, soil, wood, or metal floors.

Noise and Vibration: Frequently - while working around machinery such as fan motors, compressors and generators, or while utilizing power tools.

Risk of Electrical Shock: Constantly - works in and around electrical wiring and equipment daily.

Works in High, Precarious Places: Occasionally - some jobs require the replacement/repair of equipment that is located 10 to 29 feet up.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Basic hand tools such as screwdrivers, hammers, wrenches, hack saws, files, electrical test meters, wire cutters, conduit benders, tin snips, electric drills, ladders, and reciprocating saws, personal computer, typewriter, and telephone.

COMMENTS: The typical work hours for Electronics Technicians are 0700-1500 hours, Monday through Friday.

The Electronics Technician I is expected to work independently and/or with other maintenance staff to accomplish both essential and non-essential job duties. One or more inmate workers may be utilized in the performance of these duties; however, the employee must be able to meet the physical demands as described because inmate workers are not always available. Due to security requirements, inmates are not permitted to work on the building rooftops, in any of the equipment rooms located within the maximum-security compound or in the housing control units. Inmate workers are not permitted to work on communication and

camera equipment or the supporting infrastructure. Also, inmate workers are not available during periods of lockdown or times of institutional emergencies.

Information for this job description was obtained by reviewing the California State Personnel Board Specification for the position and through observation of duties as they are currently performed.