

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) 056-228-1139-001/002/003		MCR / HCR 1
DIVISION / UNIT COMMUNITY RESOURCES/ COMMUNITY PARTNERSHIP-RAC		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)		
		WORKING DAYS/HOURS: MONDAY THROUGH FRIDAY 0730-1530		
		TIME BASE / TENURE	CBID R04	WWG 2
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 09/01/2026
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				
The Office Technician (T) performs duties for the maintenance of efficient flow of paperwork; collection, accounting, and tracking of documents; overseeing and assisting with CRM office operations and maintaining compliance with division responsibilities and procedures. The primary mission of the Community Resources Department is to provide rehabilitative opportunities to all Incarcerated persons housed within any facility in the Institution in the form of self-help, religious, and community supported programs.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS				
Under the direct supervision of the Community Resources Manager (CRM).				
% 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%	Assist with the office operations for the CRM. Provide administrative support duties relative to Nursing Led Therapeutic Group (NLTG) programs. Enter program attendance data into the Strategic Offender Management System (SOMS) and develop tracking systems. Process and respond to CDCR 22 Incarcerated person Request for Interview and CDCR 602 Grievances. Process CDCR 2016 Incarcerated person Activity Group Program Requests, assign Incarcerated persons to programs, and maintain waiting lists. Maintain instructor and program contact data and training logs for the CRM. Prepare and track CDCR 2136 Incarcerated person Activity Group Approval forms, ensure packages are completed correctly and on time. Print, distribute and collect daily NLTG SOMS program rosters. Assist with updating procedures for local NLTG Incarcerated person Activity Group (IAG) program processes and assist with managing logistics for related events or business meetings/visits within and outside of the Institution.			

30%	Prepare NLTG IAG related memoranda, letters; proofread, format, and edit documents and training materials. Ensure documents are correct, complete, and copies are distributed appropriately. Coordinate with the Incarcerated person Assignment Office to ensure correct NLTG program assignment data is entered in SOMS to include the designated NLTG location codes, follow-up with and track Incarcerated person assignment progress for NLTG programs.
20%	Screen daily flow of paperwork, communications with staff, internal and external stakeholders, and the public. Ensure adherence to policies, procedures, and the quality of correspondence. Compile and route timekeeping documents for staff that report to the CRM, process mail, distribute and collect various materials to and from Incarcerated persons, maintain files and office operations. Prepare Approval to Hire packages for additional program staffing, schedule interviews to include reserving the interview room(s), assist when needed with processing paperwork for hires and separations. Record and type minutes for division meetings and related stakeholder program progress and quality management meetings. Prepare and process reports as required for CRM.
5%	Order and maintain supplies and materials inventory for the CRM office and NLTG IAG programs. Type Departmental Operations Manual supplements and Operating Procedures as needed to improve NLTG local program operations. Oversee and submit quarterly fire drill reports and required Injury and Illness Prevention Program forms for relevant IAG program areas. Maintain accurate desk procedures for this position. Forward calls to appropriate staff and file documents. Perform other work-related duties as required.
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 REQUIREMENTS

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