

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
POSITION DUTY STATEMENT

☒ PROPOSED

☐ CURRENT

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>San Quentin Rehabilitation Center                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | POSITION NUMBER (Agency-Unit-Class-Serial)<br>095-216-2003-VAR |             | MCR / HCR<br>1/D |
| DIVISION / UNIT<br><br>Business Services / Plant Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | CLASSIFICATION TITLE<br>Custodian II                           |             |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | WORKING TITLE                                                  |             |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | TIME BASE / TENURE<br>PFT                                      | CBID<br>R15 | WWG<br>2         |
| LOCATION<br>San Quentin, CA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | INCUMBENT                                                      |             | EFFECTIVE DATE   |
| <b>CDCR'S MISSION and VISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |             |                  |
| <b>Mission</b><br>We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |             |                  |
| <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.                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |             |                  |
| <b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |             |                  |
| 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.                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |             |                  |
| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |             |                  |
| BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |             |                  |
| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |             |                  |
| BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |             |                  |
| Under direction of the Custodian Supervisor II (Plant Operations), the incumbent leads and performs the required janitorial services in keeping an assigned office, building, or area clean and orderly. Maintains order and supervises the conduct of incarcerated individuals to protect and maintain the safety of persons and property. This position is responsible for supervising at least two (2) inmate workers and is eligible for Institutional Worker Supervision Pay for this duty when all criteria have been met. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |             |                  |
| % 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%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Under direction, the Custodian II, performs janitorial duties in keeping an assigned office, building, or area clean and orderly; may train, lead, or assist workers in the janitorial duties assigned. Helps in the planning of daily operations, scheduling labor, and inspecting work areas. Provides training and assists with performance evaluation. Assists with utilizing the Industry Employment Program.                                                                                                                                                                                                                                             |                                                                |             |                  |
| 40%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Performs and leads workers in the following duties; sweep, scrub, mop, and wax floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, restrooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; operates scrubbers, buffers, and other equipment and machinery as required. |                                                                |             |                  |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Leads the conduct of workers in the janitorial program. Maintains tool and key control per the Department and Institutional procedures. Maintains accurate incarcerated individual counts. Controls the use and storage of hazardous materials. Enforces the guidelines of the Health and                                                                                                                                                                                                                                                                                                                                                                      |                                                                |             |                  |

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| 5% | Safety Program and ensures the work meets guidelines to include State Health Department in Title 22, 15, and 8, Bio-hazardous waste, and toxic materials control program.                                                                                                                                    |
| 5% | Maintains accurate Incarcerated Individual Work Incentive and time-keeping records. Reviews and documents work performance.                                                                                                                                                                                  |
|    | <b>MARGINAL FUNCTIONS</b>                                                                                                                                                                                                                                                                                    |
|    | Performs other duties as required such as special projects, removal of dust/debris and cleaning of maintenance projects, and safety-related reports. Attends mandatory or job-related training and works cooperatively with the host institution staff. Performs special required duties during emergencies. |

#### SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all incarcerated people, visitors, nonemployees and employees shall be made aware of this.

Maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves and others or to property; maintains security of the working areas and work materials; inspects premises and searches incarcerated people; documents behavior of incarcerated people; writes reports.

**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: Either I**

Six months of experience in California state service performing duties of a class with a level of responsibility equivalent to a Custodian I; **or II**

One year of professional cleaning experience. Possession of a high school diploma or equivalent can be substituted for six months of the required experience.

#### **KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:** Methods, materials, chemicals, disinfectants, and equipment used in janitorial work.

**SKILL IN:** Organizing tasks, completing work satisfactorily, and closing out orders and requests.

**ABILITY TO:** Use and care for janitorial equipment and supplies; follow directions and communicate effectively at a level appropriate to the classification.

**LANGUAGE SKILLS:** Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform financial and statistical clerical work.

**REASONING ABILITY:** Ability to analyze data and draw logical conclusions, and apply departmental rules and regulations to specific instances.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None noted.

**OTHER SKILLS AND ABILITIES:** Ability to maintain regular attendance and to be punctual.

**OTHER QUALIFICATIONS:** Knowledge of modern office methods, supplies and equipment; business English and correspondence; methods, practices and terminology used in financial and statistical record-keeping work.

**SPECIAL PERSONAL 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 incarcerated people.

Assignments during tour of duty may include sole responsibility for the supervision of incarcerated people 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:** Constantly – To perform job duties, utilize a photocopier, file, shred, or confer with other staff.

**Walking:** Constantly – To report to work site, access printouts from the printer, obtain files or supplies, or confer with other staff.

**Sitting:** Occasionally – To operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

**Lifting:** Frequently – To move tools and materials in order to perform job duties.

**Carrying:** Frequently – To carry tools and materials in order to perform job duties.

**Bending/Stooping:** Frequently – To perform job duties. Slight bending at the waist and neck may occur frequently during the day while working at a desk over paperwork.

**Reaching in Front of Body:** Frequently – To perform job duties.

**Reaching Overhead:** Frequently – To perform job duties.

**Climbing:** Frequently: – To utilize stairs and ladders.

**Balancing:** Frequently: – To maneuver the uneven terrain in and around the institution.

**Pushing/Pulling:** Occasionally – To perform job duties.

**Kneeling/Crouching:** Frequently – To perform various job duties.

**Crawling:** Occasionally – To perform job duties.

**Fine Finger Dexterity:** Frequently – To sort through paper, operate a computer, and perform job duties.

**Hand/Wrist Movement:** Frequently – To operate a computer, telephone, photocopier, and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to perform job duties.

**Driving Cars/Trucks/Forklifts or Other Moving Equipment:** Occasionally – To utilize electric cart or operate a forklift if trained.

**Hearing/Speech:** Occasionally - To communicate with co-workers and by telephone.

**Sight:** Constantly – To access a computer, read, review and generate paperwork, inspect and perform job duties.

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

The Custodian II reports to the Maintenance Vocational Building and works adjacent to the Custodian Supervisor II, will be responsible for equipment, inventory, and walking or utilizing a cart to reach their assigned buildings.

**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** The Custodian II utilizes mops, brooms, floor buffers, scrubbers, high pressure water sprayers, chemical cleaners and disinfectants, and other cleaning implements.

**COMMENTS:** Work hours are 6:30am to 2:30pm, Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

**EMPLOYEE'S COMMENTS:**

**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 |
|---------------------------|------------------------|------|