

DUTY STATEMENT

[illegible]

DUTY STATEMENT

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first. <u>ESSENTIAL FUNCTIONS</u>
--	--

DUTY STATEMENT



Career Training | Quality Products | Changed Lives

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first. MARGINAL FUNCTIONS
--	---

(Expectations & Requirements on Page 4)

ADDITIONAL EXPECTATIONS**SPECIAL REQUIREMENTS**

The California Correctional Training and Rehabilitation Authority (CALCTRA) operates within California Department of Corrections and Rehabilitation (CDCR) facilities. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees, and employees shall be made aware of this.

19. Supervisor Statement: *"I have discussed the duties of the position with the employee".*

20. Date Supervisor Provided Employee with a Copy of this Duty Statement:

PRINT EMPLOYEE NAME:	EMPLOYEE SIGNATURE:	DATE:
PRINT MANAGER/SUPERVISOR NAME:	MANAGER/SUPERVISOR SIGNATURE:	DATE:
HR APPROVAL:		