

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 076-216-6916-xxx		MCR / HCR	
DIVISION / UNIT CMF / Business Services / Facility Operations		CLASSIFICATION TITLE Electronics Tech			
		WORKING TITLE Electronics Tech			
		TIME BASE / TENURE FT/P	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION Solano, County		INCUMBENT		EFFECTIVE DATE	
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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Electronic Technician installs, maintains, adjusts and repairs various types of electronic devices.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the Supervisor of Building Trades, Chief Engineer, and the Correctional Plant Supervisor, the Electronic Technician installs, maintains, adjusts and repairs various types of electronic devices, such as audio-visual communication and security sound systems, common battery and dial inter-communication systems, radio and television receivers, electronic testing and measuring devices, security cameras, and similar electronic equipment and accessories as required. Maintains order and supervises the conduct of inmates. Prevents escapes and injury to themselves, others, or to state property. Maintains security of working areas and work materials, inspects premises and searches inmates for contraband such as weapons or illegal drugs. Required to wear personal alarm, whistle, and name badge and have ID in possession at all times. Have a thorough knowledge of the laws, rules and regulations, policies, procedures, practice and job duties that are needed to safely and effectively perform all assigned duties.					
% 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%	Maintains, installs and repair of electronic equipment, personal alarm systems, television and cable equipment, Supervisory Control and Data Acquisition System (SCADA), waste water equipment, nurse call stations, fire alarm systems, hospital equipment, telephones, PA system and light electrical work. The incumbent is responsible for planning and making cost estimates of minor electronic projects, preparing purchase documents utilizing the				

	selection of electronic materials, ensures that work is performed according to plans and specifications and is properly correlated with other trades.
30%	Maintenance and care of electronic tools and equipment, keeps records and makes reports, instructs and leads skilled and unskilled inmate workers.
15%	Prevents escapes and injury to inmates and property, maintains security of working areas and work materials, inspects premises and searches inmates for contraband such as weapons or illegal drugs, prepares inmate work reports and timekeeping records.
15%	Prepares purchase orders and requests, receives supplies and maintains tool and material security control programs, provides safety training and enforces safety regulations, completes assignments in energy conservation programs and other duties required.

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 incarcerated people, visitors, non-employees, 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 timeline 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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