

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Correctional Policy Research and Internal Oversight		POSITION NUMBER (Agency-Unit-Class-Serial) 065-248-1401-001	
DIVISION / UNIT Office of Public Records / PRP Support Unit		CLASSIFICATION TITLE Information Technology Associate	
		WORKING TITLE Information Technology Associate	
		TIME BASE / TENURE FT/P	CBID R01
LOCATION Sacramento 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 California Department of Corrections and Rehabilitation (CDCR) and the 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 of Public Records (OPR) processes and provides oversight of Public Records Act (PRA) requests, provides training to CDCR PRA Coordinators, and administers CDCR's Public Records Portal.			
GENERAL STATEMENT			
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the Information Technology Supervisor II, OPR, the Information Technology (IT) Associate works to advance the agency's mission to improve public safety by performing intake, routing, monitoring, review, and release of California Department of Corrections and Rehabilitation (CDC) Public Records Act (PRA) requests. The incumbent assigns and monitors the progress of PRA inquiries assigned to departmental programs for youth, inmates, and parolees.			
INFORMATION TECHNOLOGY DOMAINS – PLACE AN "X" ON ALL APPLICABLE DOMAINS			
☒	Business Technology Management	☐	Client Services
☐	Information Technology Project Management	☐	Information Security Engineering
☐		☐	Software Engineering
☐		☐	System Engineering
% 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%	The position will monitor progress of deliverables and responses to PRA requestors against mandatory timeframes for response as required by state law, identify potential problems/issues with the response to these PRAs, and take corrective action when necessary, after consultation with senior staff. The incumbent will utilize CDCR's Public Records Portal (PRP)		

	software to monitor PRA responses utilizing established guidelines. The IT Associate will assist as an administrator over the PRP. These duties include the oversight of PRP related software patches, upgrades, storage, and maintenance.
25%	The IT Associate will Initiate and undertake data extraction and assessment functions, as well as specialized reporting projects in regard to enterprise PRAs in PRP. Defines objectives, user requirements, activities and develops cost estimates. Development of technical procedures for internal use, letters for external stakeholders and memos directed to Departmental staff. The IT Associate will assist in the review of proposed legislation and identify impacts to CDCR's PRP. The incumbent will be required to modify PRP dashboards for their assigned program areas.
25%	The ITA will work with CDCR's PRP software to train/onboard all CDCR PRA coordinators. This training will consist of proper use of the PRP including but not limited to; redactions, PRA processing, and utilization of CDCR PRA templates within the PRP. The ITA will be the primary resource for the training of all CDCR PRA coordinators. Additionally, the IT Associate will be responsible for user provisioning with the PRP and the maintenance of PRP training records and integrity of the PRP training records.
15%	The IT Associate will provide assistance as needed in support of the CDCR's PRP. This support will consist of responding to CDCR PRA Coordinators questions via email and telephone concerning any PRAs that are in the IT Associate's designated program areas. The IT Associate will work with the OR's Public Records Portal Support Team to determine the correct area/program within CDCR to assign PRA's and will be responsible for ensuring that PRAs are directed to the correct area and have a current PRA coordinator assigned to each request.
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 inmates, 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 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

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