

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) 056-216-7877-XXX		MCR / HCR 1	
DIVISION / UNIT BUSINESS SERVICES/PLANT OPERATIONS		CLASSIFICATION TITLE Laboratory Technician (Chemical Analysis)			
		WORKING DAYS/HOURS: Monday – Friday 0700-1500 (Position may require incumbent to work flexible hours and/or overtime)			
		TIME BASE / TENURE	CBID	WWG	COI
			R11	2	Yes ☐ No ☒
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 09/15/2026	
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 Math and writing skills are required to perform these duties. Assists the Water and Sewage Plant Supervisors in Plant Operations and conducts Tailgate Safety meetings weekly.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Chief Engineer I, have knowledge of and experience in collecting, preparing, and analyzing various water samples as required by the California Regional Quality Board and those required to control operation practices for the water and wastewater treatment process.					
% 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%		Administer all applicable codes. Take samples and make routine quality and quantitative chemical and biochemical analysis of water and wastewater by standardized and predetermined methods. Make necessary arithmetical computations. Prepare standard reagents and chemical solutions. Filter and weigh samples preparatory to analysis. Clean and assemble laboratory apparatus and glassware. Record test data and keep records pertaining to analysis as required by regulating and certification agencies.			
35%		Maintain certification of the laboratory tests as required by the regulating agencies. Train and instruct incarcerated persons in sampling techniques and water and wastewater analysis, procedures, and calculations. Other duties as required.			

20%	Monitors security of work area, materials, and tool control. Maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property. Inspects premises and searches incarcerated persons for contraband such as weapons or illegal drugs. Has regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two incarcerated persons who substantially replace civil service employees for a total of at least 173 hours per pay period.
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, 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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