

CALCTRA
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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> 20% Oversees the administration of the Industry Employability Program within the entire enterprise operation and ensures that all requirements of the program are being met. Assists in informal incarcerated individual counts. Responsible for monitoring and overseeing the accounting for all incarcerated individual workers assigned to the Food and Beverage Packaging enterprise. Notifies custody staff of any missing incarcerated individuals. Responsible for ensuring that accurate and timely information to custody staff is provided for all required incarcerated individual counts. Inspects and oversees the incarcerated individual work areas daily for escape material, contraband, and personal information; insures sensitive and/or confidential information is secured prior to departing work area. Ensure that CALCTRA staff do not bring confidential, sensitive or personal information into the workplace. 10% Prepares budgets and makes recommendations for needed materials and equipment; supervises preparation of records and reports on production and inventory; follows up on vendor orders; formalizes operating procedures. 10% Maintains current copies of: Injury and Illness Prevention Plan (IIPP), California Code of Regulations Title 8, 15 and 22 and all Material Safety Data Sheets (MSDS) of items used by the Food and Beverage Packaging facility. Become familiar with all of these documents and Departmental Operational Manual (DOM) and ensure that all of the staff also becomes familiar with them. 5% Evaluates staff performance and staff development, prepares required documentation on subordinate employee performance. Provides direction, feedback, and counseling to subordinate free staff. When necessary, applies appropriate progressive discipline techniques and assists in the selection of subordinate free staff. 5% Conducts supervisory meetings. Ensures that proper discipline, safety and security are maintained within the work area. 5% Reviews all California Department of Corrections and Rehabilitation (CDCR) incarcerated individual documentation for accuracy that is prepared by subordinate staff, such as: CDC-101, CDC-128, CDCA 15, CDC-191, and CDC-1697 forms. Must complete all mandated and job-related training. <i>(Marginal Functions on Page 3)</i>

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.
5%	<u>MARGINAL FUNCTIONS</u> Performs other job related duties as required. <i>(Expectations & Requirements on Page 4)</i>

ADDITIONAL EXPECTATIONS

Incumbents maintain order and supervise the conduct and work performance of persons assigned to work in a California Correctional Training and Rehabilitation Authority enterprise or program; prevent escapes and injury by these person, to themselves or others or to property by requesting assistance of the correctional staff assigned to the area through the use of whistles, personal alarm devices, or other means necessary; maintain security of working areas and work materials by confirming incarcerated individuals attendance and tool control throughout the assigned shift; inspect premises and work areas of incarcerated individuals for contraband, such as weapons or illegal drugs.

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: Vacant (LT)	EMPLOYEE SIGNATURE:	DATE:
PRINT MANAGER/SUPERVISOR NAME: Tony Tozi	MANAGER/SUPERVISOR SIGNATURE:	DATE:
HR APPROVAL: NO 9/9/2026		