

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pleasant Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 435-210-1139-802		MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions-Business Services		CLASSIFICATION TITLE Office Technician (T)		
		WORKING TITLE Office Technician (T)		
		TIME BASE / TENURE FT	CBID R04	WWG 2
LOCATION Administration-Business Services		INCUMBENT VACANT		EFFECTIVE DATE
CDCR'S MISSION and 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				
Under the supervision of the Correctional Administrator, Business Services. This position provides support to the Business Services Division.				
GENERAL STATEMENT				
Under the supervision of the Correctional Administrator (CA), Business Services, this position performs the following 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.			
30%	Performs advanced clerical functions using current available technology, tracking assignments, handling correspondence, routing division mail and other documents. Creates and edits written materials for the CA, Business Services and Business Services Staff. Schedules meetings, keeps the CA, Business Services calendar, provide minutes and materials for meetings. Distributes and tracks Quarterly Fire Drill Reports. Types required memos, forms, materials, for the Business Services Staff, including required typing designated from the Fire Chief.			
20%	Functions as a lead clerical for Business Services Division. Reviews, edits and routes documents for the various Business Services Departments, ensures Business Services Clerical Staff have the most current guidelines and templates for their work.			
15%	Maintains and updates Department Operation Manual Supplements, Institutional Operations Procedures, Management Memorandums, Policy Memorandums and rule changes. Maintains files for Business Services,			

	purges documents, shreds or recycles papers as appropriate. Tracks Incarcerated person Grievances (602s) for the Business Services Department reporting weekly, reminding staff of due dates, consults with the Grievances Office. Maintains an assignment TIC log for CA, Business Services, sending weekly reminders
15%	Provides responses to questions regarding business functions and tasks via telephone, fax, and email. Schedules travel for the CA, Business Services and makes reservations. Provides forms and assistance to all staff for travel advances, claims, and relocation expenses, and consults with the regional accounting office on travel issues. Sends reports, surveys and information requests to various headquarters offices by the most appropriate means.
15%	Supervise two incarcerated person porters in the administration building. Complete timecards daily and work performance reports. Maintains files for Business services, purges documents, shreds or recycles papers as appropriate.
5%	Perform administrative duties assigned by the CA, Business Services 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, nonemployees 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 time line 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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pleasant Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 435-218-1139-801		MCR / HCR 2	
DIVISION / UNIT Division of Adult Institutions-Mailroom		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE FT	CBID R04	WWG 1	COI Yes ☐ No ☒
LOCATION Mailroom		INCUMBENT VACANT			EFFECTIVE DATE
CDCR'S MISSION and 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					
Under the supervision of the Mailroom Office Services Supervisor I, the Office Technician (T) performs the following duties.					
GENERAL STATEMENT					
Under the supervision of the Mailroom Office Services Supervisor I, the Office Technician (T) performs the following 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.				
30%	Sort out legal, official business and confidential mail. Must be able to bend and reach above shoulders to process mail; may require standing for up to 30 minutes.				
30%	Handles incoming and outgoing mail and packages for the PVSP incarcerated persons; processes mail and packages relating to institution business.				
30%	Search incoming mail for unacceptable items and contraband.				
5%	Deliver/distribute and pick up mail and packages throughout institution buildings. May require use of dolly at minimum weight of 25 pounds.				

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, 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 time line 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