

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Salinas Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 936-216-6916-XXX		MCR / HCR	
DIVISION / UNIT Business Services/Plant Operations MON-FRI 0700-1500		CLASSIFICATION TITLE Electronics Technician			
		WORKING TITLE Electronics Technician			
		TIME BASE / TENURE PFT	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION Soledad, CA		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					
Institution Wide (ALL AREAS). This position has the responsibility for maintenance of the buildings, utilities and equipment throughout Salinas Valley State Prison.					
GENERAL STATEMENT					
Under direction in a State correctional facility in the Department of Corrections to install, maintain, repair, and operate various types of the less complex electronic devices and equipment to protect and maintain the safety of persons and property; may instruct, lead, or supervise incarcerated persons; and do other work as required.					

% 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.
35%	Perform maintenance, installation and repair of door controls, PA, Personal Alarms, Fire Alarm Controls, Smoke/Heat detectors, television systems, telephone system and other electronic devices throughout the institution. Utilize IP workers when assigned. For each task completed, you will document actions taken, time and materials used on a work order and turn into your supervisor on a daily basis.
35%	Installs new electrical equipment and circuits.
15%	Prepare IP work reports, maintain timekeeping records, provide safety training and enforce safety regulations. Create and submit complete purchase requisition documents to your supervisor as required for maintain SVSP. Materials to maintain tool control (security and inventory), search IP and worksites for <i>contraband</i> , <i>maintain inmate accountability and security</i> . Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submitting administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date
15%	Attend In-Service Training, obtain On-the-Job Training, attend safety meetings, train others as necessary. Familiarize self and train inmates in SB198, Right to Know, and Hazard Communication Program. Performs other work as required and assists other craftsperson's of the needs Salinas Valley State Prison dictates. Submit to Plant Operations Office a completed Daily Work Order Report for time accountability.

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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