CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Office of Employee Health Management (OEHM)	065-545-9993-902			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Mechanical and Technical Occupational Trainee			
	WORKING TITLE			
Division of Administrative Services Office of Employee Health Management	Mechanical and Technical Occupational Trainee			
	TIME BASE / TENURE	CBID	WWG	COI
	PT/Temp	R11		Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Rancho Cucamonga, CA				

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

The Office of Employee Health Management (OEHM) works collaboratively with statewide stakeholders to assist with Workers' Compensation, FMLA, Non-industrial Disability, Health and Safety (H&S), and Substance Abuse Testing policy and administration. The Health and Safety Unit addresses communicable diseases Statewide, develops and distributes educational material on injury and illness prevention and is the key Department contact with California Correctional Health Care Services on all occupational and public health issues that cross Departmental or inmate/staff lines. Additionally, the Health and Safety Unit is a one stop shop for all Health and Safety issues for Headquarters to ensure compliance with the California Code of Regulations, Title 8 Cal/OSHA program regulations.

GENERAL STATEMENT

Under close supervision of the Staff Services Manager I, the incumbent will perform a variety of clerical duties including providing excellent customer service to a wide variety of people in a team environment in person and virtually. The incumbent uses a computer and related Microsoft Office Suite products, spreadsheets, and database applications to perform various tasks.

% 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%	Assists the OEHM program with a variety of special projects. Assists with the OEHM support email inbox and phone line and disseminates and or responds to inquiries. Processes incoming and outgoing mail by date stamping, categorizing, and or routing materials to appropriate staff. Check fax machines within office; deliver fax documents to appropriate personnel staff. Reproduces and distributes various materials such as letters, memorandums, bulletins, and confidential information some of which may require assembly, stapling, and or three-hole punching; and perform other duties as required. Performs miscellaneous clerical functions such as photocopying, scanning, filing, courier service, and facsimile.
30%	Participates in on-the-job and or formal training programs. Assists in the gathering, completing and analysis of data. Provides assistance to OEHM by answering incoming emails, phone calls, answering various questions and or referring customers to the appropriate staff.
25%	Acts as support to managers, supervisors, and analysts on various assignments such as supply inventory, Information Technology (IT) Service Catalog "Remedy" tickets, and mailing packages to telework staff. Maintains office documents such as handbooks, assignment rosters, phone lists, seating charts, and evacuation rosters. Assists managers with onboarding and exiting employees to include submitting Remedy tickets, building access requests, and coordinator notifications.
10%	Completes special projects at the direction of the supervising manager, including, but not limited to coordination of the completion of annual forms, providing support to analysts in the completion of daily tasks, maintaining confidential documents, and filing. Perform administrative duties including adherence 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 time sheets by the due date. Performs other job-related duties, as required.

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, nonemployees, and employees shall be made aware of this.
- This position requires the incumbent to maintain strict confidentiality and adhere to the CDCR Code of Conduct.

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

065-545-9993-902

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**