

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Calipatria State Prison	POSITION NUMBER (Agency-Unit-Class-Serial) 178-216-1139-801	MCR / HCR	
DIVISION / UNIT Division of Adult Institutions / Office Technician (Typing)	CLASSIFICATION TITLE Office Technician (Typing)		
	WORKING TITLE Plant Operations (OT)		
	TIME BASE / TENURE PFT	CBID R04	WWG 2
LOCATION 7018 Blair Road, Calipatria, CA 92233 (Imperial County)	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			
Strive to enhance the safety and wellness of our staff, community and incarcerated persons for which we are responsible, while providing quality health care and meaningful rehabilitation.			
GENERAL STATEMENT			
Under the general direction of the Correctional Plant Manager II, DOC (CPM II) or her/his designee, position shall serve as the secretary for the Plant Operations Department, and will provide the clerical support in administrative matters, preparing and typing documents relating to the managing of paperwork flow, making sure of compliance with departmental policies. The OT maintains files and records pertaining to the plant operation; type various documents; acts as a Timekeeper for the facility; screens and distributes incoming and outgoing mail; supervises two incarcerated person assigned to the Program; orders supplies for the			

operation and maintenance of the facility; creates and closes Statewide Automated Preventative Maintenance System (SAPMS) work orders.

% 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.
45%	Answers emergency phone line 5917. Creates Emergency and American Disabilities Act (ADA) work orders. Supports and backs up Plant Operation's Analyst with the Computerized Maintenance Management System) CMMS-T10 work order system. Acts as a receptionist for the Plant Operations Department. Compiles, prepare, types of administrative memos, reports and correspondence as directed by the Correctional Plant Supervisor. Serves as the Unit Timekeeper for the Plant Operations Department. Responsible for maintaining the attendance records of the department for submission to the Personnel Office monthly. Maintains and prepares incarcerated person payroll documents. Receives, sorts and assigns incoming mail to appropriate staff members and distributes mail. Maintains copy files of all written work generated by the Plant Operations Department.
25%	Under the general direction of the Correctional Plant Manager II, DOC, the OT completes Project Planning Guides for all Major and Minor Capital Outlay and Special Projects. These are the most complex and difficult projects of the unit and will include extracting raw data and statistics for the CPMII and preparation of packages. Maintains a filing system for all Performance Evaluations, Duty Statements, Organizational Charts, forms, reports including typing of sensitive and confidential memorandum for six supervisory staff in Plant Operations.
10%	Prepares purchase requests, requisitions, supplies, and maintains inventory supply records. Process all incoming and out-going correspondence, which includes prioritizing, responding, logging and routing to routine requests. Maintains tracking system to ensure assignments are submitted timely. Reviews correspondence and assignments prior to submitting them to the Correctional Plant Manager to ensure completed staff work.
10%	Train and supervise a small incarcerated person crew. Maintains incarcerated person payroll and timekeeping records of assigned incarcerated persons. Maintains security of working areas and work materials. Inspects premises and searches incarcerated persons for contraband. Attends training in compliance with the Department of Corrections porters, and provides functional guidance in their everyday workload.
10%	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 hours worked in My Time and submit timesheets by the due dates assigned. Assign and correct SOMS assignments to CPS and/or Supervisor of Building Trades and Chief Engineers.

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 prison incarcerated persons, visitors, nonemployees and employees shall be made aware of this.
- **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: NONE**
- **QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **EDUCATION and/or EXPERIENCE: An Office Technician (OT) must have the following experience:**
- 1. One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant - Range B. or
- **Experience:** Two years of experience in typing and clerical work. (Academic education above the 12th grade may be substituted for one year of the required general experience on the basis of either: [a] one year of general education being equivalent to three months of experience; or [b] one year of education of a business or commercial nature being equivalent to six months of experience.)

- **LANGUAGE SKILLS:** Ability to spell correctly, use good English, follow oral and written directions, read and write English at a level required for successful job performance, meet and deal tactfully with the public, prepare correspondence using a wide knowledge of vocabulary, grammar and spelling, and communicate effectively.
- **MATHEMATICAL SKILLS:** Make arithmetical computations of medium level of difficulty; ability to add, subtract, multiply, and divide all units of measure using whole numbers, common fractions, and decimals.
- **REASONING ABILITY:** Knowledge of modern office methods, supplies and equipment; business English and correspondence; principles of effective training.
- **CERTIFICATES, LICENSES, REGISTRATIONS:** None.
- **OTHER SKILLS AND ABILITIES:** Ability to perform difficult clerical work; operate various office machines; type at a speed of not less than 40 words per minute from manuscript, dictaphone, printed or typewritten material; extrapolate information from various documents; consistently exercise a high degree of initiative, independence and originality in performing assigned tasks; and to maintain regular attendance and be punctual.
- **OTHER QUALIFICATIONS:** Knowledge of modern office methods, supplies and equipment; business English and correspondence; and principles of effective training.
- **SPECIAL PERSONAL CHARACTERISTICS:** A demonstrated interest in assuming increasing responsibility
- **ADDITIONAL DESIRABLE QUALIFICATIONS:** Education equivalent to completion of the twelfth grade.
- **WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The OT works indoors in a thermostatically controlled environment, although occasionally the temperature fluctuates between very warm and cold. The floors for performance of all duties are linoleum.
- **MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Telephone, an electric typewriter, a personal computer, a calculator, a copy machine, paper shredder, hole punch, paper cutter, fax machine and the usual office supplies.
- **COMMENTS:** Work hours may vary however are usually 0700-1500, Monday through Friday.
- Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.

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

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