

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM High Desert State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 934-210-1139-803		MCR / HCR 1 / D	
DIVISION / UNIT Central Operations Division		CLASSIFICATION TITLE Office Technician (T)			
		WORKING TITLE Office Technician (T)			
		TIME BASE / TENURE P/FT	CBID R04	WWG 2	COI Yes ☐ No ☐
LOCATION Central Operations		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
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 general supervision of the Central Operations Division.					
GENERAL STATEMENT					
Under the direction of the Captain, AI (Central Operations), the Office Technician (T) performs detailed assignments with a high degree of initiative, independence, and originality in performing assigned tasks. Maintains confidential and administrative files; attends meetings and takes/or summarizes notes into minutes and distributes as necessary; arranges correspondence in order of priority with appropriate background material attached for reference. Screens all incoming correspondence and refers same to the appropriate staff for reply ensuring adequate follow-up, and ensuring deadlines are met.					
% 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%		Responsible for composing a variety of highly sensitive, confidential reports and correspondence directed to control agencies, departmental personnel and private individuals involved in the operation of the institution. Track, log and screen all incoming correspondence; prepare routing of correspondence and arrange correspondence for reply in order of priority with appropriate background materials attached and editing outgoing correspondence. Maintains and updates Post Orders. Tracks and coordinates evaluations.			
30%		Maintains office and computer filing systems; may operate departmental data systems; tracks and makes available appropriate business services resource material; schedules meetings, proofs, and routes interdepartmental correspondence from facilities for the Correctional Administrator's review and submission. Develops "TIC" systems to track and follow up on assignments delegated by the Custody Captain Central Operations to subordinate staff.			

15%	Screens and refers telephone calls and/or visitors to appropriate staff, research requested information and returns telephone calls. Collects and receives incoming incarcerated grievances, assigns incarcerated grievances for completion, TIC's and maintains a tracking log, reviews, and edits incarcerated grievances. Reviews, revises and routes DOMs and OPs through Operations supervisors as well as other supervisors. This position is responsible for Restricted DOM updating when revisions are distributed, for its security and its proper use. The Restricted DOM shall be secured in a locked cabinet and/or office when not being used. Contents of the Restricted DOM shall be viewed by CDCR employees on a need-to-know basis. Under no circumstances shall copies of any portion of Subchapter 55000 be made, emailed, or sent by fax. If the need arises for review by someone other than the position assigned the binder, it shall not leave the immediate vicinity without prior approval by the position assigned the binder.
10%	Maintains appointment calendars and coordinates travel for the Custody Captain Central Operations to avoid conflicts in schedules.
10%	Attends meetings and takes/or summarizes notes into minutes and distributes them to appropriate staff.
5%	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 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 individuals, visitors, non-employees, 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 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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DIVISION / UNIT Central Operations Division		CLASSIFICATION TITLE Office Assistant (T)			
		WORKING TITLE Office Assistant (T)			
		TIME BASE / TENURE P/FT	CBID R04	WWG 2	COI Yes ☐ No ☐
LOCATION Custody Captain		INCUMBENT		EFFECTIVE DATE	
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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.					
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DIVISION OVERVIEW					
Under the general supervision of the Central Operations Department.					
GENERAL STATEMENT					
Under the direction of the Captain, AI (Central Operations), the Office Assistant (T) performs detailed clerical assignments. Maintains confidential and administrative files; attends meetings and takes/or summarizes notes into minutes and distributes as necessary; arranges correspondence in order of priority with appropriate background material attached for reference. Screens all incoming correspondence and refers same to the appropriate staff for reply ensuring adequate follow-up, and ensuring deadlines are met.					
% 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%		Under direct supervision, responsible for composing a variety of highly sensitive, confidential reports and correspondence directed to control agencies, departmental personnel and private individuals involved in the operation of the institution. Track, log and screen all incoming correspondence; prepare routing of correspondence and arrange correspondence for reply in order of priority with appropriate background materials attached and editing outgoing correspondence. Maintains and updates Post Orders. Tracks and coordinates evaluations.			
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