

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM WASCO STATE PRISON-RECEPTION CENTER		POSITION NUMBER (Agency-Unit-Class-Serial) 180-261-1139-815		MCR / HCR 1/D	
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS/WARDEN'S OFFICE		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)			
		WORKING TITLE OFFICE TECHNICIAN (T) – CHIEF DEPUTY WARDEN'S SECRETARY			
		TIME BASE / TENURE FULL TIME/ PERMANENT	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION WASCO, 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					
Facility Operations Division is committed to ensuring the operation of safe and secure Institutional settings for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Correctional Training and Rehabilitation Authority (CALCTRA), various community colleges, and community volunteers to provide meaningful rehabilitative programs throughout all institutions.					
GENERAL STATEMENT					
Under the supervision of the Chief Deputy Warden (CDW), the Office Technician (OT) Secretary requires a high degree of expertise, initiative, independence, and originality in performing very detailed assignments involving very sensitive public contacts, labor					

relations and confidential issues. The Secretary must be knowledgeable as to the policies and procedures of the California Department of Corrections & Rehabilitation (CDCR) as well as the institution. The Secretary will assure that there is full time office coverage at all times. The Secretary is expected to take and/or summarize notes into minutes and distribute them to appropriate staff; attend meetings, prepare agendas for the Chief Deputy Warden and make adjustments as necessary; schedule meeting times, and maintain a log of all incoming and outgoing correspondence. This secretarial position may be called upon to initiate correspondence and memos, develop and implement tracking systems, use personal initiative to follow-up on discrepant assignments, review and audit projects and correspondence returned through the CDW and require corrections to errors, format, protocol, etc.

% 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%	Responsible for performing functions such as typing, filing, timekeeping, taking notes and similarly related tasks for the Chief Deputy Warden. Initiate correspondence pertaining to a variety of subjects, which require a thorough knowledge of Departmental policies and procedures. Track, log, copy and maintain original incident reports. Handle all incoming mail.
20%	Although assigned to the Warden's Office in the Administration Building, and under the direct supervision of the Chief Deputy Warden, the OT will provide clerical support to other offices in the Administration Area as needed or other duties as needed or directed by the supervisor of the Warden.
15%	Responsible for reviewing incoming/outgoing correspondence and phone calls for accuracy and adherence to appropriate format, types from dictation, prioritize workflow, record keeping; ensure equipment and supplies are available. Institutional Program Status Coordinator (lockdown).
15%	Responsible for coordinating with appropriate staff, community citizenry/organizations meetings for the Chief Deputy Warden and to prepare and distribute agenda items prior to these meetings ensuring advance detail work is completed and presentations are adequately prepared. Receives and process all outgoing employee transfer packages and all incoming custody transfer packages.
10%	Responsible for interacting with Departmental officials and governmental agencies providing appropriate referrals and/or knowledgeable responses regarding the CDCR Departmental policies and procedures. Receives and processes to and from Departmental management/executive staff sensitive and confidential labor relations' materials, correspondences and dictation.
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. Attend staff meetings and mandatory In-Service-Training.

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

- 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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