

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) 180-261-1139-818		MCR / HCR 1/D	
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS/PERSONNEL		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)			
		WORKING TITLE OFFICE TECHNICIAN (T)- HIRING AND RECRUITMENT			
		TIME BASE / TENURE FULL TIME/ LIMITED TERM	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 Supervisor I and under the lead of the Hiring and Recruitment Analyst, the Office Technician (OT) assists in the certification, eligibility, and hiring and recruitment process. Composes written responses to candidates and/or control agencies for the Supervisor I review. Collects statistics for various reports, establishes and maintains computer files, may format					

forms for personnel hiring and recruitment use. Assists in establishing and organizing appropriate documentation processes of interview, hiring and recruitment materials. Functions as resource for determining candidate eligibility, and providing assistance to inquiries of prospective candidates. Interprets basic laws, rules and policies as they relate to the certification, interview, and the hiring and recruitment process.

% 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.
40%	Provides basic technical assistance to manager/supervisors to fill position vacancies. Coordinates, assembles and processes appropriate canvassing information for institution personnel recruitment. Assists in determining eligibility of candidates for interview/hire, reinstatement and/or transfer requests. Responds to inquiries from prospective candidates both verbally and in writing regarding eligibility and career opportunities.
35%	Initiates standard clearance and waiver forms utilizing the computer program for automated decentralized certification lists, coordinates interview schedules with candidates and interview panels, prepares interview packages, reviews interview panel members for appropriate level, posts/maintains and clears certification lists as required by State Personnel Board regulations, clears all applicable SROA/DROA lists. Ensures all pre-employment requirements are met-license, physical, T. B. etc.
20%	Establishes and maintains application files. Maintains SPB specification binders, updates Job Opportunity Bulletin Board and files expired bulletins. Perform other duties as required.
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. Assist in planning and conducting job fairs and trade shows within the surrounding communities and local colleges explaining the civil service exam and interview process. Attend staff meetings and all 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