

CALCTRA
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02/12/2026, REV. I HR-CP-F007 PAGE 1 OF 4

DUTY STATEMENT

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
	<u>ESSENTIAL FUNCTIONS</u> Coordinates, directs and supervises as assigned California Correctional Training and Rehabilitation Authority (CALCTRA) capital improvement projects at various Department of Corrections and Rehabilitation (CDCR) facilities located throughout the State; performs the construction management, inspection and project scheduling of work for projects constructed by private contractors or CALCTRA casual staff and incarcerated individual construction workers; coordinates development of required construction plans and specifications and public works contracts for construction projects; supervises CALCTRA civil service trades class resources and makes arrangements based on program needs; participates in the recruitment, hiring, training and supervision of trades staff and incarcerated individual workers; evaluates the performance of assigned personnel and effectively recommends appropriate actions. Prepares solicitation for bids for vendors and materials. This position will require occasional statewide travel. Oversees projects for adherence to the construction schedules; inspects work-in progress frequently for workmanship and compliance with plans, specification and building codes; reviews plans and specification developed by departmental staff; consults with architects and engineering firms on construction projects for quality and quantity of construction material purchases within the industry; conducts final inspections and acceptance of work performed; allocates construction resources based on priorities; keeps records of project schedules, budgetary expenditures and issues monthly projects status reports. Projects may require the incumbent to drive a state vehicle to haul/trailer materials, tools, and machinery to various locations throughout the state. Reviews and evaluates the Architectural and Engineering (A&E) plans and specifications for each construction project to ensure that all systems included in the final construction documents as approved by CALCTRA meet the practical engineering and design requirements of, CDCR, State Fire Marshal, Title 24 and all related building codes. Develops project budgets, schedules and scope of work, and communicates information with Industrial Services Branch and Institution liaisons. Coordinates complex and sensitive issues with correctional staff, A&E consulting firms, State Fire Marshal and contractors; confers with CALCTRA Administrators and Lead Managers to clarify specific projects and their scope; recommends, develops, and implements procedures; assist in the development of special repairs and major projects which propose use of incarcerated individuals, casual employees and/or private contractors. Attends and/or completes mandatory or job related trainings. <i>(Marginal Functions on Page 3)</i>

DUTY STATEMENT

17. Percentage (%) of time performing duties: 5%	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first. <u>MARGINAL FUNCTIONS</u> Stays current with Title 24 California code of regulations & Title 8 CAL/OSHA Safety requirements. <i>(Expectations & Requirements on Page 4)</i>
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DUTY STATEMENT

ADDITIONAL EXPECTATIONS

Incumbents maintain order and supervise the conduct and work performance of persons assigned to work in a California Prison Industry Authority enterprise or program; prevent escapes and injury by these person, to themselves or others or to property by requesting assistance of the correctional staff assigned to the area through the use of whistles, personal alarm devices, or other means necessary; maintain security of working areas and work materials by confirming incarcerated individuals attendance and tool control throughout the assigned shift; inspect premises and work areas of incarcerated individuals for contraband, such as weapons or illegal drugs. This position requires a valid California Class C Driver's License.

SPECIAL REQUIREMENTS

The California Correctional Training and Rehabilitation Authority (CALCTRA) operates within California Department of Corrections and Rehabilitation (CDCR) facilities. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees, and employees shall be made aware of this.

19. Supervisor Statement: *"I have discussed the duties of the position with the employee".*

20. Date Supervisor Provided Employee with a Copy of this Duty Statement:

PRINT EMPLOYEE NAME: Vacant (LT)	EMPLOYEE SIGNATURE:	DATE:
PRINT MANAGER/SUPERVISOR NAME: Brian Meek	MANAGER/SUPERVISOR SIGNATURE:	DATE:
HR APPROVAL: NL 9/21/2026		