

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>Ironwood State Prison                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | POSITION NUMBER (Agency-Unit-Class-Serial)<br>444-210-1139-813 | MCR / HCR<br>1 |                |
| DIVISION / UNIT<br><br>Division of Adult Institutions / Facility Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | CLASSIFICATION TITLE<br>Office Technician (T)                  |                |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | WORKING TITLE<br>Investigative Services Unit                   |                |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | TIME BASE / TENURE<br>FT / PERM                                | CBID<br>R04    | WWG<br>2       |
| LOCATION<br>Blythe, California                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | INCUMBENT                                                      |                | EFFECTIVE DATE |
| <b>CDCR'S MISSION, VISION and COMMITMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                |                |                |
| <p><b>Mission</b><br/>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.</p> <p><b>Vision</b><br/>We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p><b>Commitment</b><br/>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.</p> <p>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.</p> |                                                                |                |                |
| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                |                |                |
| 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 Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all institutions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                |                |                |
| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                |                |                |
| Under the direct supervision of the Investigative Services Unit (ISU) Lieutenant, the Office Technician (OT) performs a variety of difficult and complex clerical duties involving matters of highly a confidential nature. The OT(T) provides assistance and support to the ISU Lieutenant and members assigned to ISU in their responsibilities related to investigations of incarcerated persons and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                |                |                |

employee violations of the California Department of Corrections and Rehabilitation (CDCR) Policies and Procedures, California Penal Code, Vehicle Code, Health and Safety Code.

| % 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 50%                         | Prepares, edits and types all reports to the Office of Internal Affairs (OIA) and the Warden's Office as required. Prepares, edits and types memorandums, letters, Confidential memorandums, Request for Staff Investigations Form 989), Incarcerated person interviews (transcribed from tapes), Staff Interview (transcribed from tapes), CDCR-114D, Administrative Segregation Unit Notice of Placement, CDCR 115, Rules Violation Reports and CDCR 128B, Informational Chrono's. Transcribe recorded telephone conversations generated from the Incarcerated person/Ward Telephone System, as requested by ISU Staff. Update CDCR 2140, Investigative Log and coordinate with Employee Relations Officer and personnel. |
| 15%                         | Serves as a liaison between the ISP-ISU, outside Law Enforcement Agencies, OIA, Office of the Inspector General and Office of Correctional Safety. This includes serving subpoenas to staff for interviews and various felony court cases. Also handles an unlimited amount of confidential information passed on or requested by various agencies.                                                                                                                                                                                                                                                                                                                                                                         |
| 10%                         | Date stamp, log and hand deliver incident reports to the DA/Court Liaison Officer. Audits records for accuracy, completeness, and proper filing order for archives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10%                         | Obtain Criminal Reports (Rap Sheets) from the California Law Enforcement Telecommunications System in records for DA referrals and to prepare Gate Clearances. Reads, interprets/analyzes a variety of complex legal documents, extracting criminal justice data for use by the investigator handling a particular case.                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5%                          | Works independently researching special assignments as needed for the ISU Lieutenant. Maintains monthly statistical reports, including Prison Rape Elimination Act related logs, OIA cases, Gang Investigative cases and COMPSTAT. Maintains filing of various forms, reports and logs.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5%                          | Order supplies from the Warehouse using the Annex Warehouse Catalog and the STD 115, Purchase Request Form. Prepare purchase request for any office supplies, equipment, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                    |

#### 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

- Example: 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 |
| <b>SUPERVISOR'S STATEMENT:</b> <ul style="list-style-type: none"><li>• <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i></li><li>• <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i></li></ul> |                        |      |
| SUPERVISOR'S NAME (Print)                                                                                                                                                                                                                                                                                                                                                   | SUPERVISOR'S SIGNATURE | DATE |

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☒ PROPOSED

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br><b>Ironwood State Prison</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                              | POSITION NUMBER (Agency-Unit-Class-Serial)<br><b>444-261-1139-823</b> |                    | MCR / HCR<br><b>1</b> |                                                                            |
| DIVISION / UNIT<br><br><b>Division of Adult Institutions / Facility Operations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                              | CLASSIFICATION TITLE<br><b>Office Technician (Typing)</b>             |                    |                       |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                              | WORKING TITLE<br><b>Procurement Office Technician</b>                 |                    |                       |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                              | TIME BASE / TENURE<br><b>FT / PERM</b>                                | CBID<br><b>R04</b> | WWG<br><b>2</b>       | COI<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| LOCATION<br><b>Blythe, California</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                              | INCUMBENT                                                             |                    | EFFECTIVE DATE        |                                                                            |
| <b>CDCR'S MISSION, VISION and COMMITMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                              |                                                                       |                    |                       |                                                                            |
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| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                              |                                                                       |                    |                       |                                                                            |
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| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                              |                                                                       |                    |                       |                                                                            |
| Under the direct supervision of the Business Service Officer I (BSO I), the Office Technician (OT) processes all purchase documents, maintains purchase logs, and records utilizing the System Applications and Products (SAP) software. Responsible for tracking all purchases and distributing purchase orders at the various stages of processing. The OT delegates and provides training to the incarcerated person clerks assigned to the Procurement Office. The OT assists with the Institutional Vehicle inventory out count log on a daily basis. In addition, the OT assigned to the purchasing desk shall type correspondence(s) as required by the BSO I.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                              |                                                                       |                    |                       |                                                                            |
| % 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. |                                                                       |                    |                       |                                                                            |

Revised: 06/26

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| 50% | Review and process all purchase documents and ensure ordering departments are within departmental guidelines established by the California Department of Corrections and Rehabilitation and Department of General Services. Review FI\$CAL to ensure all Purchase Orders adopted correctly. Scan and attach all Purchase Order documents into SAP. Assists with processing STD 96's and records in FI\$CAL.                                                                                                                                                                                    |
| 20% | Answer telephones and assist with calls pertaining to Procurement questions from vendors, institutional staff and RAO. Assist staff in obtaining pool vehicles. Train and supervise Procurement incarcerated person clerks and assist them with the daily office functions. Keep attendance and out-counts on a daily basis in SOMS. Run pay sheets and time logs on a monthly basis. Provide safety training on a quarterly basis. Complete Work Supervisor's Report quarterly. Ensure incarcerated person work incentive and accountability policy and procedures are followed at all times. |
| 15% | Log and track all incoming 602's, TIC's, DOM and OP supplements, and Performance evaluations. Proofread all assignments for completeness, grammar, spelling, punctuation and formatting. Responsible to report work orders, complete SPOC orders as needed and copier service work orders.                                                                                                                                                                                                                                                                                                     |
| 10% | Maintain accurate records, complete filing systems for all purchase documents. Run FI\$CAL error report weekly on Fridays and correct errors. Order office supplies monthly. Maintain Tool Control Report and Key Ring Inventory Report daily and submit monthly                                                                                                                                                                                                                                                                                                                               |
| 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.                                                                                                                                                                                                                                                                                                       |

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|                         |                      |      |
|-------------------------|----------------------|------|
| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE |
|-------------------------|----------------------|------|

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------|
| SUPERVISOR'S STATEMENT:                                                                                                                                                                                                                                                                                                                      |                        |      |
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# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>Ironwood State Prison                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | POSITION NUMBER (Agency-Unit-Class-Serial)<br>444-224-1139-802 |             | MCR / HCR<br>4 |                                                                            |                                                                                                                                                                                              |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |                                                                                                                                                                                                                             |
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| DIVISION / UNIT<br><br>Division of Adult Institutions / Facility Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | CLASSIFICATION TITLE<br>Office Technician (T)                  |             |                |                                                                            |                                                                                                                                                                                              |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |                                                                                                                                                                                                                             |
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| LOCATION<br>Blythe, California                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | INCUMBENT                                                      |             | EFFECTIVE DATE |                                                                            |                                                                                                                                                                                              |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |                                                                                                                                                                                                                             |
| <b>CDCR'S MISSION and VISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                |             |                |                                                                            |                                                                                                                                                                                              |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |                                                                                                                                                                                                                             |
| <p><b>Mission</b><br/>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.</p> <p><b>Vision</b><br/>We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                |             |                |                                                                            |                                                                                                                                                                                              |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |                                                                                                                                                                                                                             |
| <b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                |             |                |                                                                            |                                                                                                                                                                                              |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |                                                                                                                                                                                                                             |
| The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                |             |                |                                                                            |                                                                                                                                                                                              |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |                                                                                                                                                                                                                             |
| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                |             |                |                                                                            |                                                                                                                                                                                              |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |                                                                                                                                                                                                                             |
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| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                |             |                |                                                                            |                                                                                                                                                                                              |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |                                                                                                                                                                                                                             |
| Under the direction of the Grievance Coordinator, the Office of Grievances Office Technician (T) (OT) uses effective communication skills to provide information to staff involving the application of incarcerated person grievance procedures, status of grievance, appeals, and reasonable accommodations, and assists in coordinating with other Offices of Grievances as well as the Office of Appeals (OOA) located in Headquarters. The OT will assist in reviewing and evaluating (screening) all received Grievances compliance with the California Code of Regulations Section 3084, for acceptance or rejection. The OT will log all accepted appeals for processing into the Inmate Appeals Tracking System (IATS) per procedure and route accordingly to the appropriate work areas for review and response. The OT will maintain detailed logs and track the appeals and Effective Communication Pages. The OT shall also act as support for the Staff Services Analyst/Associate Government Program Analyst (SSA/AGPA) by reviewing appeal assignments and categories for accuracy, proofing first and second level appeal responses and assisting with investigations and research for appeal responses. The OT assists the Appeals Coordinator with correspondences, statistics, and the coordination of the Appeals Office. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                |             |                |                                                                            |                                                                                                                                                                                              |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |                                                                                                                                                                                                                             |
| <table border="1"> <thead> <tr> <th>% of time performing duties</th> <th>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.</th> </tr> </thead> <tbody> <tr> <td>40%</td> <td>Receive, review (screen), and enter appropriately received appeals on the computerized tracking system. Prepare CDC 695 Appeal Screening forms, Assignment Notices, and Effective Communication Pages. Complete the CDCR Form 602 accurately and copy, scan, and route appeals accordingly. Compile and process complaints against staff per Administrative Bulletin 05-03. Prepare and route appeals to the Hiring Authority/Designee for review and assignment of the appropriated level of inquiry when needed. Send notifications of the complaint to staff members referred to in the appeal. Maintain the staff complaint log for compiling the annual Department of Justice Report.</td> </tr> <tr> <td>35%</td> <td>Open, stamp date received, and route all incoming mail and appeals to the appropriate areas daily. Retain all reusable envelopes. Verify incarcerated person housing on outgoing appeals. Provide responses to Incarcerated</td> </tr> </tbody> </table>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                |             |                | % 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% | Receive, review (screen), and enter appropriately received appeals on the computerized tracking system. Prepare CDC 695 Appeal Screening forms, Assignment Notices, and Effective Communication Pages. Complete the CDCR Form 602 accurately and copy, scan, and route appeals accordingly. Compile and process complaints against staff per Administrative Bulletin 05-03. Prepare and route appeals to the Hiring Authority/Designee for review and assignment of the appropriated level of inquiry when needed. Send notifications of the complaint to staff members referred to in the appeal. Maintain the staff complaint log for compiling the annual Department of Justice Report. | 35% | Open, stamp date received, and route all incoming mail and appeals to the appropriate areas daily. Retain all reusable envelopes. Verify incarcerated person housing on outgoing appeals. Provide responses to Incarcerated |
| % 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%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Receive, review (screen), and enter appropriately received appeals on the computerized tracking system. Prepare CDC 695 Appeal Screening forms, Assignment Notices, and Effective Communication Pages. Complete the CDCR Form 602 accurately and copy, scan, and route appeals accordingly. Compile and process complaints against staff per Administrative Bulletin 05-03. Prepare and route appeals to the Hiring Authority/Designee for review and assignment of the appropriated level of inquiry when needed. Send notifications of the complaint to staff members referred to in the appeal. Maintain the staff complaint log for compiling the annual Department of Justice Report. |                                                                |             |                |                                                                            |                                                                                                                                                                                              |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |                                                                                                                                                                                                                             |
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|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | person Requests on status of appeals. Sort and file appeal file copies by institutional appeal log numbers. Review, log, and file all Third Level Appeal responses. Compose letters and memorandums as required. Prepare statistics on complaints against staff for the annual report.                                                                                                                |
| 10% | Process completed appeals. Review for signatures and accuracy, enter the dispositions into the tracking system, and stamp the appeals with the date they are returned to the incarcerated person. Prepare one copy of the completed appeal (Central File). Stamp the appropriate title on the copy and route. Deliver all Central File copies to the Records Department at the close of each workday. |
| 10% | Receive, review, and update the Appeals Office manuals as required (Department Operations Manual, California Code of Regulations, Operational Procedures (OP), etc). Order office supplies and handle the maintenance of the office copy machine. Assist in other duties assigned by the supervisor.                                                                                                  |
| 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.                                                                                                             |

#### 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.

#### 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 time line 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 |
|---------------------------|------------------------|------|

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------|----------------------------------------------------------------------------|
| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>Ironwood State Prison                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | POSITION NUMBER (Agency-Unit-Class-Serial)<br>444-261-1139-808                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             | MCR / HCR<br>1 |                                                                            |
| DIVISION / UNIT<br><br>Division of Adult Institutions / Facility Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | CLASSIFICATION TITLE<br>Office Technician (Typing)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | WORKING TITLE<br>Employee Relations Office Technician                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |                |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | TIME BASE / TENURE<br>FT / PERM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | CBID<br>R04 | WWG<br>2       | COI<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| LOCATION<br>Blythe, California                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | INCUMBENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             | EFFECTIVE DATE |                                                                            |
| <b>CDCR'S MISSION and VISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                |                                                                            |
| <p><b>Mission</b><br/>We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b><br/>We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                |                                                                            |
| <b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                |                                                                            |
| The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                |                                                                            |
| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                |                                                                            |
| 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 Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all institutions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                |                                                                            |
| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                |                                                                            |
| Under the general direction of the Warden and under the lead of the Staff Services Manager I (Specialist) and the Labor Relations Analyst, the Office Technician performs detailed assignments with a high degree of initiative, independence, and originality in performing assigned tasks; relieves the Staff Services Manager I and the Labor Relations Analyst of routine office details; maintains confidential and administrative files; performs confidential duties pertaining to collective bargaining issues such as maintaining files, prepare adverse action packages and type grievance responses. Attends meetings and takes/or summarizes notes into minutes and makes distribution 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 members for reply ensuring adequate follow-up, and that 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |                |                                                                            |
| 40%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Types from taped material a variety of sensitive, confidential reports and correspondence directed to legislators, control agencies, departmental personnel, collective and bargaining issues, and private individuals involved in the operation of the institution. Responsible for transcribing labor relations issues including table negotiations, meet and confer meetings, meet and discuss meetings, employee investigations, adverse actions and bargaining unit contract issues and responses. Maintain Bargaining Unit contracts, Department of Personnel Administration/State Personnel Board rules and Director's rules. Maintain a TIC system for tracking responses to grievances and third level grievances, Maintain tracking of Letter of Instructions to ensure timely report to the Chief Deputy Warden. Open and date stamp mail. Schedule appointments and meetings. |             |                |                                                                            |
| 35%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Maintains office filing systems including personal computer filing systems, and may operate departmental/control agency data systems; tracks and makes available appropriate legislation and/or resource material; schedules meetings and develops "TIC" system to follow up on assignments delegated by the Warden or Chief Deputy Warden to staff. Keeps appointment calendars and coordinates travel for the Staff Services Manager and other staff involved in the collective bargaining processes.                                                                                                                                                                                                                                                                                                                                                                                   |             |                |                                                                            |

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| 20% | Screens and refers telephone calls and/or visitors to appropriate staff, responds to inquiries as appropriate regarding operational procedures, policies and standards for the institution as they relate to Employee Relations. Sorts and routes mail; may format internal forms for the Staff Services Manager and the Labor Relations Analyst. |
| 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.                                                         |

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees 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 time line 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*
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|                           |                        |      |
|---------------------------|------------------------|------|
| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
|---------------------------|------------------------|------|

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>Ironwood State Prison                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | POSITION NUMBER (Agency-Unit-Class-Serial)<br>444-210-1139-805                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             | MCR / HCR<br>1 |                                                                            |
| DIVISION / UNIT<br><br>Division of Adult Institutions / Facility Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | CLASSIFICATION TITLE<br>Office Technician (Typing)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | WORKING TITLE<br>Office Technician (Typing)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |                |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | TIME BASE / TENURE<br>FT/Perm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | CBID<br>R04 | WWG<br>2       | COI<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| LOCATION<br>Blythe, California                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | INCUMBENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             | EFFECTIVE DATE |                                                                            |
| <b>CDCR'S MISSION and VISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                |                                                                            |
| <p><b>Mission</b><br/>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.</p> <p><b>Vision</b><br/>We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                |                                                                            |
| <b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                |                                                                            |
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| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                |                                                                            |
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| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                |                                                                            |
| Under the direct supervision of the Correctional Administrator, the Office Technician (Typing) performs secretarial/clerical tasks, must be able to follow oral and written directions, evaluate situations accurately and take effective action, must organize and independently review and prioritize information for the Correctional Administrator and other staff in a timely manner. Serves as a liaison between Central Operations and other areas of the institution. Office duties include composing correspondence, proofreading documents, reviewing CDCR 837's, filing, mail and document handling, answering telephones and other forms of communication as well as record keeping and tracking of dated material. |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                |                                                                            |
| <b>% of time performing duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | <b>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.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |                |                                                                            |
| 40%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Completing all secretarial/clerical tasks for the Correctional Administrator, custody supervisors and staff where incarcerated persons cannot be utilized. This would include typing reports, letters for administrators, confidential memos, 837 clarification memorandums, memorandums, 128B chronos, grievance responses, proof of practice memorandums, modification orders, and probation and annual reports. Logging and tracking of important, dated materials to include: Incarcerated person Grievances for property and visiting violations, Incident Command Post scribe, Department of Operations note taking, serving subpoenas for custody staff, and serving notices for State Personnel Hearings and Board of Prison Hearings to custody. |             |                |                                                                            |
| 30%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Handle and route all incoming telephone calls, answer questions, taking and routing accurate messages, prepare performance evaluation packets, create audit tool corrective action plans. Sort, route and pick up all incoming and outgoing correspondence and institutional mail for Central Operations.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |                |                                                                            |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Log, distribute, collect from supervisors and process, all incarcerated person time cards and payroll documents for Central Operations. Maintain a filing system, prepare TIC assignments and track them, administrative tasks, and other duties as directed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |                |                                                                            |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 5%                                                                                                                                                                                                                                                                                                                                                                                   | Assists with the various duties within Central Operations as needed. Attends the required 40 hours In-Service Training (IST) classes annually and other miscellaneous 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. |      |
| <b>SPECIAL REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                           |      |
| <ul style="list-style-type: none"><li>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.</li></ul>                                                                                                                                      |                                                                                                                                                                                                                                                                                           |      |
| <b>CONSEQUENCE OF ERROR</b>                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                           |      |
| <ul style="list-style-type: none"><li>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 time line goals, and varying degrees of negative financial impacts to the department.</li></ul> |                                                                                                                                                                                                                                                                                           |      |
| <b>To be reviewed and signed by the supervisor and employee:</b>                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                           |      |
| <b>EMPLOYEE'S STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                           |      |
| <ul style="list-style-type: none"><li>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</li></ul>                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                           |      |
| EMPLOYEE'S NAME (Print)                                                                                                                                                                                                                                                                                                                                                              | EMPLOYEE'S SIGNATURE                                                                                                                                                                                                                                                                      | DATE |
|                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                           |      |
| <b>SUPERVISOR'S STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                           |      |
| <ul style="list-style-type: none"><li>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</li><li>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</li></ul>                                                           |                                                                                                                                                                                                                                                                                           |      |
| SUPERVISOR'S NAME (Print)                                                                                                                                                                                                                                                                                                                                                            | SUPERVISOR'S SIGNATURE                                                                                                                                                                                                                                                                    | DATE |
|                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                           |      |

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>Ironwood State Prison                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | POSITION NUMBER (Agency-Unit-Class-Serial)<br>444-218-1139-802                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             | MCR / HCR<br>1 |                                                                            |
| DIVISION / UNIT<br><br>Division of Adult Institutions / Facility Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | CLASSIFICATION TITLE<br>Office Technician (Typing)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |                |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | WORKING TITLE<br>Mailroom Office Technician                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |                |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | TIME BASE / TENURE<br>FT / PERM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CBID<br>R04 | WWG<br>2       | COI<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| LOCATION<br>Blythe, California                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | INCUMBENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             | EFFECTIVE DATE |                                                                            |
| <b>CDCR'S MISSION and VISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |                |                                                                            |
| <p><b>Mission</b><br/>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.</p> <p><b>Vision</b><br/>We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>                                                                                                                                                                                                                               |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |                |                                                                            |
| <b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |                |                                                                            |
| The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.                                                                                                                                                                                                                                                                                                               |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |                |                                                                            |
| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |                |                                                                            |
| 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 Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all institutions.                                                                                                                                                                                                                                                                                                 |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |                |                                                                            |
| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |                |                                                                            |
| Under the close supervision of the Office Services Supervisor I, CF, and indirect supervision of the Business Services Officer I, the Office Technician (Typing) handles the more difficult duties in the mailroom. Duties include but not limited to difficult clerical tasks, must be able to follow oral and written directions; evaluate situations accurately and take effective action, must be organized, independently review, and prioritize information for the Mailroom in a timely manner; processes incoming / outgoing incarcerated person Legal mail, Certified mail, and maintains logs; including the searching of mail and routing to the proper housing unit; distribute staff, institution, and intra-institutional mail. Order, maintain supplies, and equipment. |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |                |                                                                            |
| <b>% of time performing duties</b> <b>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.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |                |                                                                            |
| 50%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Separate outgoing / incoming legal mail from regular mail. Process outgoing legal mail; including verifying that the send to is valid, making a copy of the envelope, sending the Incarcerated person Trust Withdrawal form to Accounting, and entering each piece of mail as outgoing in the Legal mail log system. Process incoming Legal mail; including verifying incarcerated person housing, verifying sender is valid, and entering each piece of mail as incoming in the Legal mail log system. Print daily incoming/outgoing Legal and Certified mail logs and bundle the corresponding pieces of mail with each log based on housing. |             |                |                                                                            |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Separate incoming staff mail and incarcerated person mail. Distribution of staff mail to the appropriate departments and distribution of incarcerated person mail to the appropriate housing units.                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |                |                                                                            |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Search incarcerated person mail for unauthorized items (contraband). Process incarcerated person and Administration mail. Log money orders and checks. Forward log with money orders and checks to Accounting.                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                |                                                                            |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | Process all items determined to be contraband and document finds on the California Department of Corrections and Rehabilitation (CDCR) Notification of Disapproval for Mail/Packages/Publications CDCR 1819 Form (30 day)                                                                                                                                                                                                                                                                                                                                                                                                                       |             |                |                                                                            |

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|    | for unauthorized items, so that the incarcerated person may return them (ie. Sender, family member, hold pending appeal and etc.).                                                                                                                                                                                                                                                       |
| 5% | Mail that is not delivered to the incarcerated person and is returned to the Mailroom is correctly identified within the Strategic Offender Management System (SOMS) computer system is distributed/forwarded to the appropriate location (ie. Inner-Institution, other institution, Parole Region, and etc.).                                                                           |
| 5% | Attend all required IST/OJT training, answer telephone and initiates Mailroom supply requests. 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. |

#### 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.

#### 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 time line 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 |
|---------------------------|------------------------|------|

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>Ironwood State Prison                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | POSITION NUMBER (Agency-Unit-Class-Serial)<br>444-210-1139-xxx                                                                                                                                                                                                                                                                                                                                                                                                                         |             | MCR / HCR<br>1 |                                                                            |
| DIVISION / UNIT<br><br>Division of Adult Institutions / Facility Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | CLASSIFICATION TITLE<br>Office Technician (Typing)                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |                |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | WORKING TITLE<br>Facility Office Technician (T)                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                |                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | TIME BASE / TENURE<br>FT / P                                                                                                                                                                                                                                                                                                                                                                                                                                                           | CBID<br>R04 | WWG<br>2       | COI<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| LOCATION<br>Blythe, California                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | INCUMBENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             | EFFECTIVE DATE |                                                                            |
| <b>CDCR'S MISSION and VISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                |                                                                            |
| <p><b>Mission</b><br/>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.</p> <p><b>Vision</b><br/>We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>                                                                                                                                                                                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                |                                                                            |
| <b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                |                                                                            |
| The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.                                                                                                                                                                                                                                                                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                |                                                                            |
| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                |                                                                            |
| 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 Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all institutions.                                                                                                                                                                                                                                                               |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                |                                                                            |
| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                |                                                                            |
| Under the general supervision of the Facility Captain, the Office Technician performs a variety of office work to include typing, mailing, filing and record management. The Office Technician must be able to follow oral and written directions, evaluate situations accurately and take effective action. Must organize and independently review and prioritize information for the Facility Captain and other Administrators and staff in a timely manner. Serves as a liaison between the Facility and other areas of the institution. Office duties include composing correspondence, filing, mail and document handling, answering telephones and other forms of oral communication as well as record keeping and tracking of dated material. |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                |                                                                            |
| <b>% of time performing duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | <b>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.</b>                                                                                                                                                                                                                                                                                    |             |                |                                                                            |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Provide all clerical support for the Facility Captain. Coordinates and arranges calendar, travel arrangements when needed, telephone coverage, maintains follow-up regarding "TIC" assignments, maintains appropriate logging system and files of pertinent data. Responsible for initiating, composing and typing confidential correspondence for the Facility Captain; taking and transcribing reports, memorandums and/or letters.                                                  |             |                |                                                                            |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Prepare correspondences for the Facility Captain's signature on various reports in compliance with departmental policy. Proofreading, assigning and tracking correspondence for outgoing letters and memorandums for the Warden, Chief Deputy Warden and Division Heads review, approval/denial and possible signature. Collect Facility topics of discussion from the Incarcerated Persons Advisory Council (IPAC), prepare IPAC meeting agenda and/or meeting minutes, if necessary. |             |                |                                                                            |
| 15%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Responsible for the distribution of reports, assignments, and mail to the Facility Captain and Facility staff. Log and track all Incarcerated Person's grievances assigned to the Facility via the Strategic Offender Management System (SOMS), GA-22 forms, staff performance appraisals, TIC assignments, and other pertinent assignments as                                                                                                                                         |             |                |                                                                            |

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|     | required. Also responsible for the quality control of those reports and assignments. Submitting Facility hours daily into the Yard Programming Hours (YPH) application, if necessary. Weekly upload of the Security Inventory sheets into the date share folder. Daily collection of incarcerated persons grievances from the Facility's grievance lock boxes pursuant to JLOP #054-Secure Grievance Appeal Collection Site (lockbox).     |
| 15% | Maintain Post Orders, Operational Procedures, and Administrative Manuals. Supervise Incarcerated Persons assigned to the Program Facility Clerk and Porter positions. Delegate work to the assigned incarcerated person. Maintain and prepare Institutional Workers Supervisor's Pay reports and daily attendance for the assigned incarcerated person via SOMS. Order monthly supplies for the operation and maintenance of the facility. |
| 15% | Act as the Receptionist/Secretary to the Facility Captain, demanding a high degree of judgment and initiative. Perform the timekeeping and attendance documents (998-A) for the Facility Captain on a monthly basis. Perform other duties as assigned by the Facility Captain. Screen incoming calls; interpret departmental policy and procedures.                                                                                        |
| 10% | Maintain a filing system, 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.                                                                                                                        |

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##### EMPLOYEE'S STATEMENT:

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|                         |                      |      |
|-------------------------|----------------------|------|
| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE |
|-------------------------|----------------------|------|

##### SUPERVISOR'S STATEMENT:

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- 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 |
|---------------------------|------------------------|------|