

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM AVENAL STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 026-210-1139-802		MCR / HCR 1
DIVISION / UNIT ADULT INSTITUTIONS		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)		
		WORKING TITLE OFFICE TECHNICIAN (TYPING)		
		TIME BASE / TENURE FT/P	CBID R04	WWG 2
LOCATION COMPLEX III		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION, VISION and COMMITMENT

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under the direction of Correctional Administrator (Associate Warden), Complex III, the Office Technician (OT) will provide clerical support for the Associate Warden and directly supervise incarcerated individual workers.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The Office Technician (OT) will provide clerical support for the Associate Warden and directly supervise incarcerated individual workers.

% 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%	Maintain a smooth and timely flow of paperwork in and out of the Associate Warden's Office through an appropriate logging and recall system; maintain filing system; order and maintain office and janitorial supplies and equipment; type from rough draft confidential and non-confidential material including but not limited to correspondence, performance reports, adverse actions, travel claims, second-level incarcerate individuals appeals, work orders and etc. Supervise two incarcerated individual workers (or more if required) and maintain incarcerated individual related paperwork including but not limited to supervisor time log, timecards, payroll, job descriptions, quarterly performance evaluations, etc.
35%	Maintain institutional Incident Report archives, current active files and related logging systems. Track Incident Reports for related Use of Force and Critique forms and maintain a related logging and filing system. Initiate memorandums advising reporting areas of missing Use of Force Critiques, closure letters and other related information from the incident packages. Provide required information/documentation pertaining to incident reports and Use of Force forms as requested by Headquarters, Institutions Division and/or the Director's Office.
15%	Screen incoming correspondence routed to the Associate Warden and refer to appropriate staff member for reply and follow-up to ensure deadlines are met; arrange correspondence for the Associate Warden's personal reply in order of priority with appropriate background material attached for reference.
10%	Answer telephones, take messages, receive and greet visitors/guests. Screen telephone calls and where appropriate, refer to appropriate staff. Other duties as required. Attend In-Service Training annually. 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 prison individuals, 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

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

CDCR INSTITUTION OR HEADQUARTERS PROGRAM AVENAL STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 026-210-1139-814		MCR / HCR 1	
DIVISION / UNIT ADULT INSTITUTIONS		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)			
		WORKING TITLE OFFICE TECHNICIAN (TYPING)			
		TIME BASE / TENURE FT/P	CBID R04	WWG 2	COI Yes ☐ No ☒
		INCUMBENT			EFFECTIVE DATE
LOCATION COMPLEX II					
CDCR'S MISSION and VISION					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.					
Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
CALIFORNIA MODEL					
California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a system wide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The CDCR and the CCHCS are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Under the direction of Correctional Administrator (Associate Warden), Complex II, the Office Technician (OT) will provide clerical support for the Associate Warden and directly supervise incarcerated individual workers.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS The Office Technician (OT) will provide clerical support for the Associate Warden and directly supervise incarcerated individual workers.					
% 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%	Maintain a smooth and timely flow of paperwork in and out of the Associate Warden's Office through an appropriate logging and recall system; maintain filing system; order and maintain office and janitorial supplies and equipment; type from rough draft confidential and non-confidential material including but not limited to correspondence, performance reports, adverse actions, travel claims, second-level incarcerate individuals appeals, work orders and etc. Supervise two incarcerated individual workers (or more if required) and maintain incarcerated individual related paperwork including but not limited to supervisor time log, timecards, payroll, job descriptions, quarterly performance evaluations, etc.
35%	Maintain institutional Incident Report archives, current active files and related logging systems. Track Incident Reports for related Use of Force and Critique forms and maintain a related logging and filing system. Initiate memorandums advising reporting areas of missing Use of Force Critiques, closure letters and other related information from the incident packages. Provide required information/documentation pertaining to incident reports and Use of Force forms as requested by Headquarters, Institutions Division and/or the Director's Office.
15%	Screen incoming correspondence routed to the Associate Warden and refer to appropriate staff member for reply and follow-up to ensure deadlines are met; arrange correspondence for the Associate Warden's personal reply in order of priority with appropriate background material attached for reference.
10%	Attend In-Service Training as required. Answer telephones, take messages, receive and greet visitors/guests. Screen telephone calls and where appropriate, refer to appropriate staff. Other duties as required. Attend In-Service Training annually. 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

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CONSEQUENCE OF ERROR

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EMPLOYEE'S STATEMENT:

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION
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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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		WORKING TITLE OFFICE TECHNICIAN (TYPING)		
		TIME BASE / TENURE FT/P	CBID R04	WWG 2
LOCATION INVESTIGATIVE SERVICES UNIT		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.				
Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
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DIVISION OVERVIEW				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS				
Under the direction of Investigative Lieutenant, the Office Technician (OT) maintains confidential and investigative files, prepares summary of data, transcribes a variety of highly sensitive, confidential material and distributes as necessary. The OT will also attend meetings, take minutes and arrange investigative materials into the correct format for Internal Affairs investigation reports, with appropriate background and evidence material requests and refer same to the appropriate staff member for reply, ensuring that there is adequate follow-up and that deadlines are met. The OT will also maintain office equipment inventories, route all correspondences in a timely manner and ensure all correspondences from the ISU mailbox and other areas are retrieved. The OT will follow up with the Employee Relations Officer (ERO) weekly for case status updates to ensure the necessary logs are up to date.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS				
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% 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%	Responsible for transcribing a variety of highly sensitive, confidential reports and correspondence directed to law enforcement liaison units, headquarters, various District Attorneys (D.A.) and Public Defender's offices for the Investigative Services Unit (ISU). Transcribing will consist of all evidence reports, confidential and non-confidential ISU reports, confidential closure memorandums and confidential investigative reports.
30%	Acts as a liaison between Avenal State Prison and local law enforcement agencies by requesting police reports and video recordings and scheduling meetings and interviews with departmental staff and incarcerated individuals. Tracks and requests regular updates from local law enforcement relative to pending Internal Affairs Investigations.
10%	Responsible for sorting and routing mail received in the Investigative Services Unit. Screens and receives calls and/ or visitors and directs them to the appropriate staff members.
10%	Responsible for maintenance of office filing system; tracks and makes available appropriate reports; schedules meetings and interviews, follows up assigned workloads; keeps appointment calendar and coordinates travel for investigative staff to avoid conflicts in schedules.
5%	Receives, screens and refers calls from outside law enforcement, District Attorneys, Public Defenders and receives information from citizens on complaints and/or requests for information.
5%	Perform other duties as assigned. Attend In-Service Training as required. 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

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