CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CALIFORNIA MEN'S COLONY	056-261-1139-807/808			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	OFFICE TECHNICIAN (TYPING)			
	WORKING DAYS/HOURS: Monday through Friday 0800-1600 (Position may require incumbent to work flexible hours and/or overtime).			
BUSINESS SERVICES/PERSONNEL	TIME BASE / TENURE	CBID	WWG	COI
		R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409			04/23/2026	

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

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

COMMITMENT TO CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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

The Office Technician (OT) is the initial institution contact with the public and employees of CMC. The incumbent provides excellent customer service while screening telephone calls and walk-ins, answering general questions, and providing assistance with filling out documents before referring to more technical staff.

GENERAL STATEMENT

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

Under the general direction of the Personnel Supervisor II.

% 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%	Answer telephone calls, greet employees and public. Answer general questions and provide assistance with filling out forms. Refer transaction questions to appropriate staff member. Process all employees' identification cards and input information into the TransTech Identification System.
25%	File information and pertinent documents in current and former employee Official Personnel File (OPF). Other filing as instructed by the Personnel Supervisor I.
20%	Type, distribute and log all non-custody Probation Reports and Individual Development Plans. Timely process and forward to each department head the Merit Salary Adjustments (MSA) and Special In-Grade Salary Adjustments (SISA) Register, Form PSD 609 – Supervisory Certification of Salary Adjustments. File and maintain completed PSD 609's with the Register PSD 300. Prepare orientation folders for new employees and transfers.

10%	Conduct daily mail run and process incoming and outgoing mail. Process ordering and maintain monthly office supplies. Ensure front reception area is fully stocked of all required forms and handouts.
5%	Attend required In-Service Training classes, in addition to the yearly required Block Training. Other duties when needed. 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

- 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	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CALIFORNIA MEN'S COLONY	056-261-1379-807/808			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	OFFICE ASSISTANT (TYPING)			
	WORKING DAYS/HOURS: MONDAY THROUGH FRIDAY 0800 – 1600. (POSITION MAY REQUIRE INCUMBENT TO WORK FLEXIBLE HOURS AND/OR OVERTIME).			
BUSINESS SERVICES/PERSONNEL	TIME BASE / TENURE	CBID	WWG	COI
		R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409			04/23/2026	

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

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

COMMITMENT TO CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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

The Office Assistant (Typing) (T) provides excellent customer service while screening telephone calls and walk-ins, answering general questions and providing assistance with filling out documents before referring to more technical staff.

GENERAL STATEMENT

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

Under the direct supervision of the Personnel Supervisor II, the Office Assistant (T) is the initial institution contact with the public and employees of CMC.

% 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%	Answer telephone calls, greet employees and public. Answer general questions and provide assistance with filling out forms. Refer transaction questions to appropriate staff member. Process all employees' identification cards and input information into the State Identification Card System.
25%	File information and pertinent documents in current and former employee Official Personnel File (OPF). Other filing as instructed by the Personnel Supervisor I and Personnel Supervisor II.
20%	Assist with typing, distributing and logging of all non-custody Probation Reports and Individual Development Plans. Timely process and forward to each department head the Merit Salary Adjustments (MSA) and Special In-Grade Salary Adjustments (SISA) Register, Form PSD 609 – Supervisory Certification of Salary Adjustments. File and maintain completed PSD 609's with the Register PSD 300. Prepare orientation folders for new employees and transfers.

10%	Conduct daily mail run and process incoming and outgoing mail. Process ordering and maintain monthly office supplies. Ensure front reception area is fully stocked of all required forms and handouts.
5%	Attend required personnel training classes and 40 hours In-Service Training. Other duties when needed. 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, 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	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CALIFORNIA MEN'S COLONY	056-261-1139-804/806			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	OFFICE TECHNICIAN (TYPING)			
	WORKING DAYS/HOURS: Monday through Friday 0800-1600 **(Position may require incumbent to work flexible hours and/or overtime).**			
PERSONNEL/BUSINESS SERVICES	TIME BASE / TENURE	CBID	WWG	COI
		R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409			01/26/2026	

CDCR'S MISSION and VISION

Mission

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Vision

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DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Office Technician (OT) is the advanced journey level clerical staff that regularly performs a variety of the most difficult clerical tasks for the Personnel Office and other assigned areas within Business Services.

GENERAL STATEMENT

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

Under the general direction of the Personnel Supervisor II.

% 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%	Accurately validates all regular attendance as well as overtime, shift swaps, leave usage, IST SERT exercises and NMT training in compliance with FLSA and the Memorandum of Understanding (MOU) in Telestaff. Audits all incoming custody FLSA sign-in sheets for accuracy, returning those needing corrections. Audits all CDC 998A forms submitted by custody staff and initiates reports on those not received. Maintains current FLSA sheet by date and watch order. Keep supervisor and custody staff informed of outstanding FLSA sheets. Contact custody staff as needed for necessary additional information or delinquent documentation. Assist custody employees with questions or problems that relate to timekeeping. Maintains archive files on FLSA sheets, copies of posted attendance, overtime authorizations, staff locators, CDC 998A's, etc. Provide accurate calculations and summaries to the Personnel Specialist. Generates monthly reports on total overtime hours accrued by custody staff separated into various categories. Completes report of custody staff utilizing dock to assist Personnel Specialists in the

	proper release of payroll warrants. Submits various staff reports as required. Accurately completes timekeeper section of employee check out sheet upon separation. Process corrections to 998s in a timely manner. Corrections to overtime will be processed and given to the Specialist by the next business day. Maintains computer programs for all custody staff in relation to attendance needs. Maintains on-going communication with various control agencies such as State Controller's Office and Headquarters.
40%	Receives, screens and directs telephone calls to appropriate staff. Greet employees and public and answer general questions. Process CDCR-CMC Identification (ID) cards, ensuring all rules and regulations are followed in accordance with the Departmental Operations Manual. Maintain all required supplies needed for the processing of ID's. Assist with Open Enrollment. Provide assistance to staff with appropriate forms. Refer technical questions to appropriate Personnel Specialist or Supervisor. Maintain Official Personnel Files including established set-up requirements of file, and filing of pertinent documents. Maintain various tracking systems. Conduct daily mail run and process incoming and outgoing mail. Process ordering and maintain monthly office supplies. Ensure front reception area is fully stocked of all required supplies and forms.
15%	Prepare correspondence and reports as instructed by supervisor. Will be required to cover front desk/reception in Personnel when needed. May be required to work in other areas within Business Services.
5%	Adhere to all Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. Attend various trainings and annual block training. Other duties as required.

SPECIAL REQUIREMENTS

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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

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POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

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CALIFORNIA MEN'S COLONY	056-261-1379-804/806			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	OFFICE ASSISTANT (TYPING)			
	WORKING DAYS/HOURS: Monday through Friday 0800-1600 **(Position may require incumbent to work flexible hours and/or overtime).**			
PERSONNEL/BUSINESS SERVICES	TIME BASE / TENURE	CBID	WWG	COI
		R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409			04/23/2026	

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DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Office Assistant (OA) is the entry level clerical staff that regularly performs a variety of clerical tasks for the Personnel Office and other assigned areas within Business Services.

GENERAL STATEMENT

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

Under the general direction of the Personnel Supervisor II.

% 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%	Accurately validates all regular attendance as well as overtime, shift swaps, leave usage, IST SERT exercises and NMT training in compliance with FLSA and the Memorandum of Understanding (MOU) in Telestaff. Audits all incoming custody FLSA sign-in sheets for accuracy, returning those needing corrections. Audits all CDC 998A forms submitted by custody staff and initiates reports on those not received. Maintains current FLSA sheet by date and watch order. Keep supervisor and custody staff informed of outstanding FLSA sheets. Contact custody staff as needed for necessary additional information or delinquent documentation. Assist custody employees with questions or problems that relate to timekeeping. Maintains archive files on FLSA sheets, copies of posted attendance, overtime authorizations, staff locators, CDC 998A's, etc. Provide accurate calculations and summaries to the Personnel Specialist. Generates monthly reports on total overtime hours accrued by custody staff separated into various categories. Completes report of custody staff utilizing dock to assist Personnel Specialists in the

	proper release of payroll warrants. Submits various staff reports as required. Accurately completes timekeeper section of employee check out sheet upon separation. Process corrections to 998s in a timely manner. Corrections to overtime will be processed and given to the Specialist by the next business day. Maintains computer programs for all custody staff in relation to attendance needs. Maintains on-going communication with various control agencies such as State Controller's Office and Headquarters.
40%	Receives, screens and directs telephone calls to appropriate staff. Greet employees and public and answer general questions. Process CDCR-CMC Identification (ID) cards, ensuring all rules and regulations are followed in accordance with the Departmental Operations Manual. Maintain all required supplies needed for the processing of ID's. Assist with Open Enrollment. Provide assistance to staff with appropriate forms. Refer technical questions to appropriate Personnel Specialist or Supervisor. Maintain Official Personnel Files including established set-up requirements of file, and filing of pertinent documents. Maintain various tracking systems. Conduct daily mail run and process incoming and outgoing mail. Process ordering and maintain monthly office supplies. Ensure front reception area is fully stocked of all required supplies and forms.
15%	Prepare correspondence and reports as instructed by supervisor. Will be required to cover front desk/reception in Personnel when needed. May be required to work in other areas within Business Services.
5%	Adhere to all Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. Attend various trainings and annual block training. Other duties as required.

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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