

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM KERN VALLEY STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 915-234-1318-201		MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions California Department of Corrections & Rehabilitation/Kern Valley State Prison/Education Department		CLASSIFICATION TITLE Library Technical Assistant (Safety)			
		WORKING TITLE Library Technical Assistant (Safety)			
		TIME BASE / TENURE PFT	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION Kern Valley State Prison, Delano, California		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
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.					
DIVISION OVERVIEW					
<p>The mission of the High Security institutions is to provide safe and secure housing for the most violent and dangerous males, while providing opportunities for them to successfully transition to lower levels of custody by accepting personal responsibility for their actions through behavior-based multi-level programming, and providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs. Under general direction in a State adult correctional institution, the Correctional Administrator will plan, organize, and direct a major institution program division, and perform technical or supervisory duties of comparable level; and do other related work.</p> <p>You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.</p>					
GENERAL STATEMENT					
<p>Under the supervision of the Supervisor of Vocational Instruction (SVI), or Supervisor of Academic Instruction (SAI), and/or the Supervisor of Correctional Education Programs (SCEP), and functional lead of the Senior Librarian (CF) or Librarian (CF) when applicable, the Library Technical Assistant (LTA) (Safety) will perform the following duties in accordance with the State Personnel Board classification specification within the Institution's Legal or General Library collections. These duties may be performed in a library that is staffed by a Senior Librarian or Librarian, or the LTA may facilitate incarcerated person access to libraries by performing these duties in a satellite library without continuous active supervision from an educational administrator, a Senior Librarian, or Librarian.</p> <p>The LTA will perform all duties in Accordance with Departmental regulations and policies that have been established for library operations. If circumstances arise that are not covered by existing regulations or policy the LTA will see direction from the appropriate supervisor.</p>					
% 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.			
30%		Provide direct supervision of incarcerated person clerks and incarcerated persons utilizing their assigned library in order to provide the incarcerated persons with their required access and to maintain institutional safety and security. Perform and/or monitor clerks in the tasks associated with book circulation, catalog classification, upkeep, maintenance, and inventory of library material, which includes but is not limited to, delivering books and materials to the incarcerated persons housing units incarcerated persons committed to the Department of			

	Corrections. Prevent escapes and injury by incarcerated persons to themselves, others, or property. Maintain security of working areas and materials/tools.
20%	Maintain accurate records of incarcerated person library use and access which includes but is not limited to, records of legal materials requested and or delivered to an incarcerated person and records of the time-period incarcerated persons are given to access the legal material and to conduct legal research. Prepares and submits appropriate purchase request(s). Conducts research and or legal content requests as appropriate. Reference work.
20%	Pull text, photocopy requested information and deliver case law requested by incarcerated persons utilizing the institution's paging process in order to fulfill the mandated requirements of incarcerated person access to the courts when an incarcerated person is physically unable to access the material. Identify and pull requested resource material based on the complete information provided by the incarcerated person or return incarcerated person's request if there is not sufficient information to identify the requested material.
20%	Provide training, instruction, and evaluation to incarcerated person clerks and incarcerated persons on basic library resources and procedures. This may include but is not limited to how to find case law, how to utilize the library cataloguing system, how to utilize reference material and how to check out and return library materials.
5%	Provide recommendations and documentation of facts and events to staff responding to incarcerated person grievances based on the LTA involvement with the event in question as needed. Provide recommendations to supervisors on how to improve the overall effectiveness of the library system when requested.
5%	<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing as appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner.</p> <p>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. Attend In-Service Training, receive On-the-Job Training as mandated and perform additional duties as required.</p>

Knowledge and Abilities

Knowledge of: Elementary principles of professional library work and use of standard library tools; classification and cataloging techniques employed in fiction materials and cataloging techniques employed in nonfiction materials; library practices and procedures; data processing and research techniques related to library work; and library materials, including governmental publications, pamphlets, newspapers, manuscripts, periodicals, films, and microfilms.

Ability to: Communicate effectively at a level required for successful job performance; learn readily, reason logically and accurately; apply good judgment in making decisions in accordance with laws, rules, regulations, procedures, and library policies; direct the work of others; and maintain cooperative relations with others.

Special Requirements

All employees must exhibit orderliness, tact, and neatness, and demonstrate an interest in library work and in assuming increasing responsibility. Must be willing to work with the resident population of a State correctional facility.

Special Physical Requirements

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated persons. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated people and/or the protection of personal and real property.

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 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 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