

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Salinas Valley State Prison	POSITION NUMBER (Agency-Unit-Class-Serial) 936-216-1139-XXX	MCR / HCR	
DIVISION / UNIT Business Services/ Plant Operations	CLASSIFICATION TITLE Office Technician (Typing)		
	WORKING TITLE Plant Operations Office Technician		
	TIME BASE / TENURE LFT	CBID R04	WWG 2
LOCATION Soledad, CA	INCUMBENT	COI Yes ☐ No ☒	
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			
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 ingenuity are encouraged. Your efforts to Treat others fairly, honestly, and with respect are critical to the success of the Department's Mission.			
GENERAL STATEMENT			
Under the direct supervision of the Correctional Plant Manager II (CPM II), the Office Technician (OT), will be responsible for typing, editing and processing forms, correspondence and maintaining files of a variety of reports on projects, training (IST/OJT) records, answering telephones, dispersing incoming and outgoing mail. As an OT, you are expected to complete all assigned duties, which include reporting to work on your scheduled workdays routinely.			

% 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%	Daily keeps track of staff timekeeping for approximately 50 maintenance personnel. Maintains monthly overtime tracking. Maintains accurate records of employee attendance, sick leave, vacation, holiday credits, In-Service Training, Emergency Repair, Meal Tickets and CTO time. Compiles the submission of 998's monthly by 1 st Line Supervisors and reports status to CPM II.
30 %	Responsible for filing, typing, processing, routing purchase documents, accident reports, monthly tool reports and most other correspondence originating in Plant Operations and the maintenance shops.
20%	Function as the back-up administrator for the Computerized Maintenance Management System (CMMS-100), known as TRIRIGA in the absence of the CMMS Manager. Keep current with any changes in the TRIRIGA system. Attend TRIRIGA training when required. Answer and transfer phone calls and create purchase orders. Preparing and tracking clearances for vendors and contractors and in occasion, conduct livescans.
10%	Perform administrative duties including, but not limited to adhering to Departmental policies, rules and procedures; submission of administrative requests, reports and required documentation for Plant Operations. Attend annual In-Service Training and other necessary training. Perform other duties as assigned or needed.

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
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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*
- *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
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