

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison-Corcoran	POSITION NUMBER (Agency-Unit-Class-Serial) 084-261-1139-808	MCR / HCR
DIVISION / UNIT California Department of Corrections and Rehabilitation Division of Adult Institutions Business Services- Personnel	CLASSIFICATION TITLE Office Technician (Typing)	
	WORKING TITLE Office Technician (Typing)- Hiring & Recruitment	
	TIME BASE / TENURE P / FT	CBID R04
	WWG 2	COI Yes ☐ No ☐
LOCATION Personnel	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		
The Personnel Department provides a positive employee experience through the delivery of excellent customer service. Our goal is to have a trusted human resources management program that is service-oriented and policy compliant to: recruit and retain top talent, provide meaningful wellness programs, empower professional development, create innovative solutions to deliver a diversified high performing workforce.		
GENERAL STATEMENT		
Under the supervision of the Supervisor I (IPO), and the direction of the Hiring and Recruitment Analyst (HRA), the Office Technician (OT) is responsible for assisting the Hiring and Recruitment Analyst (HRA) with all aspects of the Certification Process and assisting with eligibility and hiring processes. Interprets basic laws, rules and policies as they related to all aspects of the hiring and recruitment process.		

% 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%	Assists the HRA with all duties of the Exam and Cert Online System (ECOS) process. Reviews applications, lateral transfers, and reinstatements to determine eligibility of candidates. Assists in the canvassing process by posting, maintaining, and clearing Certification lists via ECOS as required by Department of Corrections Human Resources and State Personnel Board regulation. Coordinates the scheduling of hiring interview packages; ensures interview panels are appropriate and balanced, organizes and maintains records and supporting documents of related material; coordinates and processes advertisement of all vacancies in the Job-Opportunity Bulletin, ECOS and maintain confidentiality and integrity of the office. Maintains a log and files all exam bulletins.	
30%	Complete the hiring process by contacting prospective employees for acceptance of hire; ensure appropriate medical clearance is complete. Initiates RPA package in Business Information System (BIS) and forward through chain of command for review and approval. Upon approval of RPA by Hiring Authority, notify Personnel Supervisor I and Position Control, giving the new employee's name, classification and start date via distribution of the RPA. Prepare correspondence to those candidates not selected for hire (reject letters). Performs other Personnel Office related duties as required. Attends mandatory In-Service Training and other meetings as necessary. Responds to inquiries from prospective candidates both verbally and in writing regarding eligibility and career opportunities.	
15%	Maintains annual Post & Bid for Bargaining Units 12 & 13.	
5%	Perform administrative duties including, but not limited to adhering 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, 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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison-Corcoran		POSITION NUMBER (Agency-Unit-Class-Serial) 084-VAR-1139-VAR		MCR / HCR 1
DIVISION / UNIT California Department of Corrections and Rehabilitation Division of Adult Institutions Administration		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)		
		WORKING TITLE OFFICE TECHNICIAN (TYPING) – VARIOUS		
		TIME BASE / TENURE P/FT	CBID R04	WWG 2
LOCATION California State Prison-Corcoran		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				
This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees. Positions allocated to this special area are distinguished from other clerical classes by being regularly required to perform typing duties as an essential part of the job which may include any combination of the general office duties listed in the "Definition of Series". Typically, typing encompasses a significant proportion of the work time.				

GENERAL STATEMENT		
Office Technicians will be responsible for providing the necessary clerical support services required for an efficient and orderly operation.		
% 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%	Responsible for typing various reports, memorandums, letters, hearing forms, purchase orders, rosters, and miscellaneous documents. Must be able to perform repetitive process and will spend extended periods of time operating a computer keyboard or typewriter.	
30%	Processes incoming and outgoing mail weighing up to 5 pounds, including stamping, photocopying, and distributing to appropriate staff. Prepare files by inputting information to database programs, gathering information and placing the information into file folders weighing up to 2 pounds. Prepare documents weighing up to 2 pounds for distribution to local law enforcement agencies by making photocopies of rosters and fact sheets.	
20%	Maintain, unload, and order supplies. Open boxes of supplies to document inventory. File paperwork into cabinets. Maintain statistical and other recordkeeping duties. Receives screens and directs telephone calls and visitors to appropriate locations. Good oral communication skills.	
20%	Retrieve and log information from various database programs. May be required to supervise incarcerated individuals.	
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.		
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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.		
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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE