

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-210-1139-809		MCR / HCR 1	
DIVISION / UNIT Custody Support In-Service Training		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 3/1/2026	INCUMBENT		EFFECTIVE DATE	
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 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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS 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.					
GENERAL STATEMENT					
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the In-Service Training (IST) Manager (Correctional Lieutenant), the Office Technician (Typing) is responsible for the following duties:					
% 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%	Input the Off-Post Training Schedule (OPTS), Block and Orientation sign-in sheets, and other related training records into IST computer program for each RJDCF employee training file. Process requests for training hours and review for compliance. Run delinquency lists for monthly OPTS and Block training. Make travel arrangements. Type routine correspondence. Maintain employee training files.				
35%	Update training files for employees who promote, transfer, or resign. Process all incoming and outgoing mail and take minutes for Training Advisory Committee meetings. Order and maintain office supplies and requisition equipment and training supplies as needed. Maintain budget reports. Update Departmental Operations Manual as needed.				

030-210-1139-809

15%	Answer and screen phone calls. Schedule OPTS training and other training classes as needed. Instruct Orientation classes on In-Service Training components. Inventory video and training equipment. Proofread monthly IST bulletin.
05%	Attend In-Service Training.
05%	Other related duties as assigned.
	When utilizing sensitive or confidential information, staff will ensure the information is not within view of other persons or incarcerated individuals. It is incumbent upon every employee to ensure sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive or personal information into the workplace from outside of the institution. The incumbent is responsible for supervising three (3) incarcerated individuals, including reviewing their performance, proofing all paperwork generated from the Facility Office produced by staff and all Incarcerated individuals Clerks assigned to the office (115s, 128As, and Bs, and ensuring proper format is set, punctuation, grammar and necessary documents attached, etc.). The incumbent must review every work assignment given to incarcerated Clerks, as needed, and prepare Incarcerated individual timecards every month for those supervised. In the event an incarcerated individual under the incumbent's supervision fails to report to their assignment within 10-15 minutes, they will contact the respective Housing Unit and/or Work Change Officers to determine the whereabouts of the incarcerated individual. The incumbent is responsible for conducting random and unscheduled inspections of incarcerated individual work areas for potential escape material and contraband.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, visitors, non-employees 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
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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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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-228-1139-001		MCR / HCR 1	
DIVISION / UNIT Administration Community Partnership		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE R04	CBID 2	WWG 2	COI Yes ☐ No ☒
WORKING DAYS Monday - Friday		WORKING HOURS 0730 - 1530		RDOs Saturday, Sunday, State Holidays	
LOCATION 480 Alta Road, San Diego, CA 92179		REVISION DATE 5/1/2026	INCUMBENT		EFFECTIVE DATE
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 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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS This consolidated series specification describes four classes in which employees learn and perform a variety of general office work. General office duties include typing, dictation and transcription; mail and document handling; filing and records management; document preparation and review; composition of correspondence; oral communications; statistical and other record keeping; cashiering; and ordering and maintaining supplies and equipment. Employees in this series may be regularly required to have knowledge and/or proficiency in such special areas as typing, cashiering, and information services. Classes which do not conform to the "Definition of Levels" section or have other salary structures are excluded from this consolidated series specification. Each special area of general office work incorporated into this specification will utilize only the class(es) that appropriately describes the type and level of work performed and the duties and responsibilities assigned to positions which are comparable to the appropriate level(s) described in this consolidated series specification. Not every special area of general office work will utilize all the levels contained in this consolidated series specification. The Office Technician (Typing) may instruct, lead or supervise incarcerated workers, wards or resident workers.					
GENERAL STATEMENT					
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Community Resources Manager (CRM), the Office Technician (Typing) performs duties for the maintenance of efficient flow of paperwork; collection, accounting, and tracking of documents; overseeing and assisting with CRM office operations and maintaining compliance with division responsibilities and procedures. The primary mission of the Community Resources Department is to provide rehabilitative opportunities to all incarcerated persons housed within any facility in the institution in the form of self-help, religious, and community supported programs.					

030-228-1139-001

% 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%	Assist with the office operations for the CRM. Provide administrative support duties relative to Nursing Led Therapeutic Group (NLTG) programs. Enter program attendance data into the Strategic Offender Management System (SOMS) and develop tracking systems. Process and respond to CDCR 22 Incarcerated Person's Request for Interview and CDCR 602 Grievances. Process CDCR 2016 Incarcerated Person's Activity Group Program Requests, assign incarcerated persons to CRM programs, and maintain CRM program waiting lists. Maintain instructor and program contact data and training logs for the CRM. Prepare and track CDCR 2136 Incarcerated Person's Activity Group Approval forms, ensure packages are completed correctly and on time. Print, distribute and collect daily NLTG SOMS program rosters. Assist with updating procedures for local NLTG Incarcerated Person's Activity Group (IAG) program processes and assist with managing logistics for related events or business meetings/visits within and outside of the Institution.
30%	Prepare NLTG IAG related memoranda, letters; proof-read, format, and edit documents and training materials. Ensure documents are correct, complete, and copies are distributed appropriately. Coordinate with the Incarcerated Person's Assignment Office to ensure correct NLTG program assignment data is entered in SOMS to include the designated NLTG location codes, follow-up with and track incarcerated person's assignment progress for NLTG programs.
20%	Screen daily flow of paperwork, communications with staff, internal and external stakeholders, and the public. Ensure adherence to policies, procedures, and the quality of correspondence. Compile and route timekeeping documents for staff that report to the CRM, process mail, distribute and collect various materials to and from incarcerated population, maintain files and office operations. Prepare Approval to Hire packages for additional program staffing, schedule interviews to include reserving the interview room(s), assist when needed with processing paperwork for hires and separations. Record and type minutes for division meetings and related stakeholder program progress and quality management meetings. Prepare and process reports as required for CRM.
05%	Order and maintain supplies and materials inventory for the CRM office and NLTG IAG programs. Type Departmental Operations Manual supplements and Operating Procedures as needed to improve NLTG local program operations. Oversee and submit quarterly fire drill reports and required Injury and Illness Prevention Program forms for relevant IAG program areas. Maintain accurate desk procedures for this position.
05%	Forward calls to appropriate staff and file documents. Perform other work-related duties as required.
	Special Requirements: None.
	ADA Requirement:
	Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.
	Physical Requirements:
	Ability to operate and utilize a computer terminal, 10-key calculator, copier/scanner/printer, and various office machines. There will be constant sitting, hand/wrist movement, fine finger dexterity, hearing/speech, and sight usage. Occasional need for standing, walking, lifting, carrying, bending/stooping, reaching in front of body, pushing/pulling, kneeling/crouching, and reaching overhead.
	Working Conditions:
	The Office Technician works indoors in a thermostatically controlled office with linoleum covered floors. However, the employee is exposed to outdoor weather conditions when attending meetings in other areas of the institution and when going to or leaving the work site.

030-228-1139-001**SPECIAL REQUIREMENTS**

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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.

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EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

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SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-228-1139-002		MCR / HCR 1
DIVISION / UNIT Administration Community Partnership		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE	CBID R04	WWG 2
WORKING DAYS Monday - Friday		WORKING HOURS 0730 - 1530		RDOs Saturday, Sunday, State Holidays
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 5/1/2026	INCUMBENT		EFFECTIVE DATE
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.				
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DIVISION OVERVIEW				
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GENERAL STATEMENT				
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Community Resources Manager (CRM), the Office Technician (Typing) performs duties for the maintenance of efficient flow of paperwork; collection, accounting, and tracking of documents; overseeing and assisting with CRM office operations and maintaining compliance with division responsibilities and procedures. The primary mission of the Community Resources Department is to provide rehabilitative opportunities to all incarcerated persons housed within any facility in the institution in the form of self-help, religious, and community supported programs.				

030-228-1139-002

% 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%	Assist with the office operations for the CRM. Provide administrative support duties relative to Nursing Led Therapeutic Group (NLTG) programs. Enter program attendance data into the Strategic Offender Management System (SOMS) and develop tracking systems. Process and respond to CDCR 22 Incarcerated Person's Request for Interview and CDCR 602 Grievances. Process CDCR 2016 Incarcerated Person's Activity Group Program Requests, assign incarcerated persons to programs, and maintain waiting lists. Maintain instructor and program contact data and training logs for the CRM. Prepare and track CDCR 2136 Incarcerated Person's Activity Group Approval forms, ensure packages are completed correctly and on time. Print, distribute and collect daily NLTG SOMS program rosters. Assist with updating procedures for local NLTG Incarcerated Person's Activity Group (IAG) program processes and assist with managing logistics for related events or business meetings/visits within and outside of the Institution.
30%	Prepare NLTG IAG related memoranda, letters; proof-read, format, and edit documents and training materials. Ensure documents are correct, complete, and copies are distributed appropriately. Coordinate with the Incarcerated Person's Assignment Office to ensure correct NLTG program assignment data is entered in SOMS to include the designated NLTG location codes, follow-up with and track incarcerated person's assignment progress for NLTG programs.
20%	Screen daily flow of paperwork, communications with staff, internal and external stakeholders, and the public. Ensure adherence to policies, procedures, and the quality of correspondence. Compile and route timekeeping documents for staff that report to the CRM, process mail, distribute and collect various materials to and from incarcerated population, maintain files and office operations. Prepare Approval to Hire packages for additional program staffing, schedule interviews to include reserving the interview room(s), assist when needed with processing paperwork for hires and separations. Record and type minutes for division meetings and related stakeholder program progress and quality management meetings. Prepare and process reports as required for CRM.
05%	Order and maintain supplies and materials inventory for the CRM office and NLTG IAG programs. Type Departmental Operations Manual supplements and Operating Procedures as needed to improve NLTG local program operations. Oversee and submit quarterly fire drill reports and required Injury and Illness Prevention Program forms for relevant IAG program areas. Maintain accurate desk procedures for this position.
05%	Forward calls to appropriate staff and file documents. Perform other work-related duties as required.
	Special Requirements: None.
	ADA Requirement:
	Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.
	Physical Requirements:
	Ability to operate and utilize a computer terminal, 10-key calculator, copier/scanner/printer, and various office machines. There will be constant sitting, hand/wrist movement, fine finger dexterity, hearing/speech, and sight usage. Occasional need for standing, walking, lifting, carrying, bending/stooping, reaching in front of body, pushing/pulling, kneeling/crouching, and reaching overhead.
	Working Conditions:
	The Office Technician works indoors in a thermostatically controlled office with linoleum covered floors. However, the employee is exposed to outdoor weather conditions when attending meetings in other areas of the institution and when going to or leaving the work site.

030-228-1139-002**SPECIAL REQUIREMENTS**

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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.

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EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

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SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J. Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-261-1139-808		MCR / HCR 1	
DIVISION / UNIT Institution – Administration Chief Deputy Warden’s Office		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 3/1/2026	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 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.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Chief Deputy Warden, the Office Technician (Typing) provides staff assistance and secretarial support services on Institutional/Departmental matters regarding a variety of complex issues. The majority of these duties are carried out independently, utilizing a high level of initiative and sound decision-making and analytical skills.					
% 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%	Compiles, collects, assembles, and provides research on information, publications, procedures, and resource documents for use by the Chief Deputy Warden. Type, proofread, and edit reports for accuracy and duplicate as needed. Prepare correspondence for mailing (i.e., First Class Mail; Certified Mail; Overnight Express Mail; facsimiles, email, etc.).				
20%	Acts as liaison between the Chief Deputy Warden and the executive institutional staff regarding incidents and administrative matters.				

20%	Responds to, screens, and/or redirects correspondence and telephone calls from Headquarters, legislators, the public, departmental administrators, other institutions, and community agencies relating to institutional operations.
15%	Provides independent analytical determination as to what requires direct and/or immediate attention from the Chief Deputy Warden. Reviews and analyzes incoming documents.
10%	Prepares all reports and correspondence for the Chief Deputy Warden's signature. Responsible for timekeeping and makes all travel arrangements for the Chief Deputy Warden.
05%	Attend In-Service Training classes; perform other related duties as required.
<u>SPECIAL REQUIREMENT – OFFICE ASSISTANT/TECHNICIAN (TYPING)</u> Ability to: type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material. This position has direct and primary supervision of incarcerated workers, including holding work cards, calling in the out count, assigning work, reviewing performance, writing disciplinary paperwork as required, submitting time- cards and pay sheets, and providing comprehensive training on work expectations and safety measures.	

SPECIAL REQUIREMENTS

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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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EMPLOYEE'S STATEMENT:

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-261-1139-816		MCR / HCR 1	
DIVISION / UNIT Business Services Division Procurement Department		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179		REVISION DATE 5/1/2026		INCUMBENT	
WORK HOURS: 0800 Hours – 1600 Hours		RDO: Saturday, Sunday, State Holidays			
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BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
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.					
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
Under the general supervision of the Business Services Officer I (BSO I) (Supervisor), the Office Technician (OT) (Typing) performs general clerical duties for the Procurement and Services Officer II and the BSO I (Supervisor) such as typing memos, correspondence, reports and policies; receives, reviews, and process purchase request from various departments; maintains database on purchase orders; generates monthly, quarterly, and other purchase reports on database information. OT gets two (2) fifteen (15) minute rest periods. Duties will also include but are not limited to the following:					
% 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%	Exercise independence, initiative and good judgment in performing difficult clerical functions. Create, review and process purchase requisitions and purchase orders in the Business Information System (BIS) using established policies and procedures. Interact with staff throughout the institution, vendors, and Regional Accounting Office staff to resolve questions and issues with the purchasing process. Process orders through BIS including typing purchase requisitions, purchase orders, verifying the accuracy of information keyed into the BIS system, maintain tracking systems for orders, data entry of orders in the Department of General Services SCPRS program, emailing				

030-261-1139-816

25%	orders to vendors, processing amendments to orders, track problem orders to expedite delivery and log orders that have been completed.
15%	Maintain excellent working rapport with Institutional and Headquarters staff. Process weekly and monthly reports, compile data, manual revisions and filing as directed by the BSO I. Submit electronic 115 to the Warehouse. Utilize computers to type letters, memos, BIS documents, design tables and/or forms as necessary for projects or as tracking tools.
10%	Train staff on proper submittal of purchase requisition packets. Seek assistance/guidance from the Business Service Assistant (BSA) and the Business Service Officer I with issues as needed.
10%	Performs secretarial duties for the Procurement and Services Officer II, including typing, filing pick up and distribution of mail, answering phones and receptionist duties.
10%	Perform other duties or projects as required. Participate in appropriate I.S.T.
SPECIAL REQUIREMENTS	
CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, visitors, non-employees, and employees shall be made aware of this.	
CONSEQUENCE OF ERROR	
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To be reviewed and signed by the supervisor and employee:	
EMPLOYEE'S STATEMENT:	
<i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>	
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE
	DATE
SUPERVISOR'S STATEMENT:	
<i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>	
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE
	DATE