DUTY STATEMENT

CALCTRA
Career Training | Quality Products | Changed Lives

1. Institution/Division/Office: California Medical Facility (CMF) / Operations / CALCTRA			
2. Enterprise/Unit: Healthcare Facilities Maintenance (HFM)			
3. Classification Title: Custodian Supervisor II			
4. Working Title: Custodian Supervisor II			
5. Position Number (Agency-Unit-Class-Serial)**:** 966-760-2001-300	**6. CBID:** S15	**7. WWG:** 2 (Non-Exempt)	**8. Working County:** Solano
9. Tenure: Limited Term		**10. Time Base:** Full-Time	
11. License Requirement: N/A - Not Applicable		**12. Endorsement Requirement:** N/A	
13. Retirement Category: Safety		**14. Work Schedule:** Workdays/Hours May Vary	
15. Incumbent Name (If known)**:** Vacant		**15a. Effective Date:**	

16. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:

Under direction the incumbent supervises subordinate staff; Performs required janitorial services; Has direct responsibility for the management and implementation of HFM Training Programs. Performs site inspections and internal audits at the institution; Develops corrective action plans and communicates deficiencies to the upper management at the assigned institution. Incumbents who have regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of multiple incarcerated individuals who substantially replace civil service employees for a total of at least 120 hours per pay period may be eligible for pay differential 67. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees will have regular and substantial contact with persons incarcerated in California Department of Corrections and Rehabilitation institution and/or medical facilities.

17. Percentage (%) of time performing duties:	**18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.**
	ESSENTIAL FUNCTIONS
40%	Implementation and management of the HFM Program; Gives instruction and on the job training (OJT) to the subordinate custodians concerning all aspects of the HFM Program; Attends Quality Management Committee Meetings with Medical Departments; Ensures corrective action plans are completed in a timely manner; ensures work orders are placed; Provides OJT to HFM staff and incarcerated individual workers in CALCTRA's procedures for terminal cleaning, floor care, cleaning of offices, exam rooms, waiting areas, and restrooms; Ensures proper handling and disposal of medical waste; scheduling labor for the completion of special projects, institution required training, HFM training programs coverage during staff absences, and counseling and/or performance evaluations; Works with the HFM Office Technician to ensure accurate Industry Employment Program (IEP) data entry and incarcerated individual worker enrollment in required training modules; Initiates order requests (Form 13) for replenishing janitorial and office supplies.

(Essential Functions Continued on Page 2)

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
	ESSENTIAL FUNCTIONS
30%	Performs regular inspections on the quality of service being performed at assigned institutions; Performs audits on daily inspection checklists, perpetual inventories, tool control, and management of documentation at assigned institutions; Provides feedback to the Prison Industries Administrator/Manager regarding deficiencies and assists in the development of a Corrective Action Plan.
25%	Supervise incarcerated individual work crews in the performance of their janitorial duties; Maintains key and tool control per the institutions policy and procedure; Manages inventory and storage of hazardous materials; Trains staff and enforces CALCTRA Policy and Procedure concerning Health and Safety in the workplace, in accordance with Title 8, Title 15, and Title 22. Attends mandatory or job-related trainings and works cooperatively with the host institution staff. Performs special required duties during emergencies.
	(Marginal Functions on Page 3)

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
	MARGINAL FUNCTIONS
5%	Assist in moving and arranging furniture and equipment, attends special events, and helps with meeting set- up, and ensures that all areas of responsibility meet acceptable standards. Performs other duties as assigned per classification such as special projects or safety-related reports.

(Expectations & Requirements on Page 4)

ADDITIONAL EXPECTATIONS

Incumbents maintain order and supervise the conduct and work perform or persons assigned to work in a California Prison Industry Authority enterprise or programs; prevent escapes and injury by these person, to themselves or others or to property by requesting assistance of the correctional staff assigned to the area through the use of whistles, personal alarm devices, or other means necessary; maintain security of working areas and work materials by confirming incarcerated individuals attendance and tool control throughout the assigned shift; inspect premises and work areas of incarcerated individuals for contraband, such as weapons or illegal drugs.

SPECIAL REQUIREMENTS

The California Correctional Training and Rehabilitation Authority (CALCTRA) operates within California Department of Corrections and Rehabilitation (CDCR) facilities. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees, and employees shall be made aware of this.

19. Supervisor Statement: *"I have discussed the duties of the position with the employee".*

20. Date Supervisor Provided Employee with a Copy of this Duty Statement:

PRINT EMPLOYEE NAME: Vacant	**EMPLOYEE SIGNATURE:**	**DATE:**
PRINT MANAGER/SUPERVISOR NAME: Delia Zaragoza	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: NL 10/20/2026		