CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
AVENAL STATE PRISON	026-216-6534-003			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	ELECTRICIAN III, CF			
	WORKING TITLE			
ADULT INSTITUTIONS	ELECTRICIAN III, CF			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/P	R12	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
PLANT OPERATIONS				

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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS
Under Supervision of the Supervisor of Building Trades the Electrician III is the lead journey level electrician.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS
The Electrician III is the lead journey level electrician, works with an incarcerated persons crew of electricians when available in the installation, construction, maintenance, design, and repair of the electrified fence (except inmates), electric wiring, switches, lights, telephone system, motors, generators, transformers, switch gear, public address systems, alarm systems, and other electrical equipment and controls.

% 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.
35%	The Electrician III works with an incarcerated persons crew of electricians when available in the installation, construction, maintenance, design, and repair of the electrified fence (except incarcerated persons), electric wiring, switches, lights, telephone system, motors, generators, transformers, switch gear, public address systems, alarm systems, and other electrical equipment and controls. The Electrician III is also a technical resource to the Electrician II and inmate electricians. Initiates and maintains Preventive Maintenance Program on all tools, equipment, and switches. Follows the Code of Safe Practices. Maintains all tools, equipment and safety gear in safe working condition.

20%	Orders and maintains necessary materials and supplies to support the continuing upkeep and preventive maintenance program on mechanical equipment and building repairs. Inventories and write justifications for new tools and equipment purchases.
20%	Responsible for keeping record of maintenance on equipment and incarcerated individuals' time keeping. Prepares estimates on projects. Orders materials and equipment.
10%	Holds weekly scheduled Tailgate Safety Meetings with staff and incarcerated persons, review safety procedures, safe working practices, and job-related precautions. Maintains all Material Safety Data Sheets (M.S.D.S.). Follows the M.S.D.S. in handling, using, and storing of all materials.
10%	Ensure that all security procedures are followed, maintain order, prevent escapes and injuries, maintains security of all working areas, and working materials. Conduct regular shop searches. Use proper tool and key control.
5%	Meets all IST requirements. 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.

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 individuals, 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

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