

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 394-261-1139-717		MCR / HCR	
DIVISION / UNIT Procurement		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE Office Technician (Typing)			
		TIME BASE / TENURE Perm/ FT	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION Crescent City, California		INCUMBENT		EFFECTIVE DATE 1/1/2026	
CDCR'S MISSION, VISION and COMMITMENT					
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p>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.</p> <p>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.</p>					
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 productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.					
GENERAL STATEMENT					
Under the general supervision of the Business Services Officer I (Supervisor) and the indirect supervision of the Procurement Services Officer II (PSO II); the Office Technician (Typing) is responsible for overseeing the smooth flow of work within the Procurement Services Office by performing delegated tasks and ensuring work assignments and					

394-261-1139-717

commitments are met. This position provides the professional skills necessary for handling the document workload of the Procurement Office. Responsible for communications with staff and outside vendors and/or contractors. Responsible for timekeeping records of all departments supervised by the PSO II.

% 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%	Responsible for daily tracking, and processing of purchase requisitions as needed. Process and track Purchase Orders in the Business Information System (BIS). Log and track CDCR 602's and Modification Orders, assign them to appropriate staff for completion, proofread responses, and route them accordingly. Log and ensure assignments are handled in a timely manner and due dates are met. Responsible for drafting and/or typing memoranda and correspondence for the Procurement and Services Office. Prepares correspondence and special reports to the Department of General Services/Procurement Division and Department of Corrections Central Office as required. Logs, processes, and tracks Work Orders. Maintains the logs and files for all purchase orders.
35%	Records staff meeting minutes. Responsible for ensuring employee evaluations are received, performed, proofread and routed in a timely manner. Responsible for maintaining the Master Calendar and meeting those deadlines. Maintains file for employee procurement Conflict of Interest forms. Reviews and copies monthly and quarterly reports including Hazardous Chemical Report, Self-Inspection Report, and Fire Inspection Report. Responsible for maintaining the Gate Clearance binder and ensuring it is constantly up to date and correct. Collect and review 998A's for accuracy. Responsible for incarcerated persons grievances; logging, assigning to appropriate staff, reviewing responses for accuracy, and ensuring deadlines are met.
20%	Routes DOM Supplements to appropriate staff for updating; makes corrections/additions to Operating Procedures as instructed for Procurement Department and tracks through approval process. Maintains filing system for Procurement Department correspondence, BIS, DOM, Operating Procedures, Management Memos, Executive Orders, and SAM, etc. Responsible for overseeing a safe work environment; ensures all tools are maintained in a secure manner and prevents or assists in preventing escapes. Prepare/type memorandums, correspondence, and reports for areas under the Procurement Department as necessary. Meet/confer with staff throughout the facility in assisting them in determining their needs and facilitate in meeting those needs. Provide training to the various departments in submitting requisition forms.
5%	Responsible for providing coverage in other Office Technician's absence. 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. Other duties as assigned.

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

394-261-1139-717

- 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
---------------------------	------------------------	------