CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM		POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Richard J Donovan Correctional Facility		030-210-1139-802			1
DIVISION / UNIT		CLASSIFICATION TITLE			
		Office Technician (Typing)			
		WORKING TITLE			
Associate Warden Operations Central Services Office		Office Technician (Typing)			
		TIME BASE / TENURE	CBID	WWG	COI
			R04	2	Yes ☐ No ☒
LOCATION	REVISION DATE	INCUMBENT		EFFECTIVE DATE	
480 Alta Road, San Diego, CA 92179	3/1/2025				

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.

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Associate Warden, Operations Division, the Office Technician (Typing) provides clerical support to the Central Services Office. The incumbent will supervise and monitor activities of incarcerated workers in Central Services, including distribution of incarcerated worker logs for all Central Services' staff supervisors. When supervising incarcerated clerks, the incumbent must monitor their whereabouts throughout the shift. If incarcerated worker(s) fail to report to work within the first 15 minutes of their shift, the incumbent will immediately notify the Housing Unit Officer to locate them. If unsuccessful in locating the incarcerated worker(s), the incumbent will inform the on-duty Watch Commander. The incumbent will perform random unscheduled inspections of the incarcerated worker(s) work area and clerical supplies for potential escape material and/or contraband. Typical duties 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%	Type, file, route, track and assign executive correspondence, post orders, institutional policies, Grievances and procedures relating to the Central Services' department. Design and utilize a tracking system to facilitate due dates (tickler assignments) and a timely completion of all assignments, which also includes all performance evaluations assigned to Central Services. Establish tickler files for tracking projects and assignments made to staff. Maintain various filing systems. Process incoming/outgoing mail, telephone communications, as well as directions from supervisory staff. Type and collate investigative reports (fact-findings) and responses. Proofread various reports turned in by staff. Conduct various training on office equipment and procedures.

35%	Maintain and update files and departmental publications to include Administrative Bulletins, Department Operations Manual (DOM), Notice of Changes to Director's Rules, and various institutional policies and procedures. Review all administrative work generated from all Central Services' departments including Receiving and Release, Visiting, Education, Mailroom, and Watch Office workload. Review assignments for grammar and content. Type and process daily workload on computer. Create various forms and apply them appropriately for use within established systems. Data input on computer for various tracking systems as well as typing varied documentation for all departments within Central Services.
20%	Process and track Central Services' incident reports (confidential/non-confidential). Attend all Central Services' Staff and Electrified Fence Meetings, take and transcribe minutes of meetings. Calculate and input incarcerated worker pay into the Strategic Offender Management System (SOMS) and coordinates with various departments relative to incarcerated worker pay activities. Make travel arrangements.
05%	Participate in appropriate In-Service Training; perform other related clerical duties as required. This position has direct and primary supervision of incarcerated workers, maintaining time worked within SOMS, inputting out-counts in SOMS, assigning work, reviewing performance, writing disciplinary paperwork as required, and providing comprehensive training on work expectations and safety measures.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy; and all prison incarcerated population, 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