CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
North Kern State Prison	182-231-1379-XXX			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Office Assistant (Typing)			
	WORKING TITLE			
Division of Adult Institutions/Education	Office Assistant (Typing) – Assessment			
	TENURE / TIME BASE	CBID	WWG	COI
	PERM or LT/FT	R04	2	Yes ☐ No ☒
	WORK DAYS: MONDAY – FRIDAY			**RDO's:** SAT/SUN/HOL
	WORK HOURS: 0700-1500			
LOCATION	INCUMBENT			EFFECTIVE DATE
Delano, CA				

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

Facility Operations Division is committed to ensuring the operation of safe and secure institutional settings, for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Correctional Training and Rehabilitation Authority, various community colleges, and community volunteers to provide meaningful rehabilitative programs throughout all institutions.

The Receptions Centers' mission is to safely and securely house and process incoming incarcerated people by compiling and evaluating the criminal records, life histories, medical, dental, physiological, mental health histories, and social histories to determine their custody score and identify any specific placement needs for appropriate institution assignment.

GENERAL STATEMENT

Under direct supervision of the Supervisor of Correctional Education Programs (SCEP), the Office Assistant (OA) provides clerical support to the SCEP and the Supervisor of Academic Instruction (SAI). The OA processes, stores, and retrieves information on a personal computer using word processing, database, and spreadsheet computer applications.

% 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.
	DUTIES:

40%	Assists the SCEP and SAI daily with clerical support including mail distribution, testing materials, inventories, monthly orders and requisitions, and completion of reports. Processes, scans, and tracks transcripts. Follows oral and written directions and evaluates situations accurately.
35%	Assists the Office Technician with clerical support, curriculum and educational resources organization and distribution. Screens incoming telephone calls and refers callers to appropriate staff.
20%	Assists staff in photocopying, duplicating and compiling individual test scores and reports. Performs other related duties as assigned. Attends required In-Service Training classes.
5%	Participates in committee meetings such as preparation for the Department Compliance Review and Audit Committee visitation, Western Association of Schools and Colleges (WASC) focus groups, Site Literacy Council, Student Advisory and Curriculum meetings. Evaluates and orders CDE adopted curriculum materials and equipment. Participates in workshops, conferences, seminars, and staff meetings to stay current with evidence-based educational practices. Maintains current knowledge of instructional and assessment strategies, technology and testing techniques.
5%	Maintains classroom discipline, provides a safe learning environment, prevents escape and injury, and other duties as required.
5%	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.

SEXUAL HARASSMENT POLICY:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

Initial: _____

CODE OF CONDUCT:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated persons and their families, supervised persons, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

INCOMPATIBLE ACTIVITIES:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage activities for profit using State facilities, materials or time.

Initial: _____

NEPOTISM /FRATERNIZATION POLICY:

Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25.

Initial: _____

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, nonemployees 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
, OA (T)		

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