PCALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Correctional Training Facility	101-228-5278-001			1 / F
DIVISION / UNIT	CLASSIFICATION TITLE			
	Management Services Technician			
	WORKING TITLE			
Community Partnership/CRM	Management Services Technician			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Soledad				

CDCR'S MISSION and VISION

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 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

Under supervision of the Community Resources Manager (CRM), the Management Services Technician (MST) will perform the less difficult gathering and analysis of program information associated with the Rehabilitative Achievement Credit (RAC) earning programs, Milestone Completion Credit (MCC) earning programs, Inmate Activity Groups (IAGs), Self-Help Programs, Innovative Grant Recipient (IGE) programs, Self-Help Sponsors, and Volunteers.

GENERAL STATEMENT

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

The MST will provide assistance and guidance to inmates while sponsoring inmate group activities. MST work hours would be primarily during third watch (10am - 6:00pm), with the possibility to flex hours to meet institutional needs including occasional weekends that align with the RAC programs.

% 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.
30%	Collect, review, and analyze program related information for inmates and input Inmate Assignment activity data into tracking databases to include but not limited to Strategic Offender Management System (SOMS), SharePoint, and Excel. Place inmates on waiting lists for activities in SOMs. Analyze waitlists, recognize barriers, and make recommendations to management as appropriate. Gather information to process and issue Inmate Assignment Cards for each assigned inmate. Verify inmates complete the 52 hours of qualifying RAC activities to ensure the one-week reduction is appropriately applied within established deadlines. Assist in performing program research, collecting data and preparing summary statistical data, and other reporting purposes. Identify trends and make recommendations to management to improve the performance of programs. Support timely and effective implementation of programs by providing verification, tracking, recording, and monitoring support as needed. Perform preliminary data analysis, summarize results, and follow up for clarification and/or additional information for reporting or auditing purposes. Create reports, charts,

30%	memorandums by utilizing the data collected, reported, and analyzed regarding program performance, periodic program evaluations and standards compliance reviews of the various programs. Provide support to the Department's credit earning program opportunities. Sponsor inmate group activities within the institution grounds, such as alcohol and substance abuse prevention, anger management, victim awareness and best parenting practices. Oversee all activities within the designated area during the programs' allotted timeframes and gather daily attendance rosters; verify inmate's presence; secure all activity areas when not in use; promote and inspire inmate cooperation; and verify satisfactory participation for each inmate in the program. Responsible for the direct supervision of a minimum of two inmate workers, which include daily logging and monthly submission of inmate timecards and payroll sheets. Provide on-the-job training, work performance evaluations and complete daily out count slips.
30%	Log into various tracking databases and analyze incoming volunteer packages, review to determine action required, refer to the appropriate staff, and provide follow-up ensuring due dates are met. Compose responses to inquiries for review and approval of appropriate staff. Communicate with institution staff, headquarters staff, inmates, and the public regarding program offerings.
10%	Perform any combination of general office, clerical and/or typing duties which may include, but is not limited to preparing/editing/formatting correspondence, reports and other documents; mailing and/or document handling; filing; photocopying; using office related equipment and approved computer software in a competent manner and records management. Provide administrative support, participate in meetings, and workgroups. Perform 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 REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, 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 time line 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