CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
California Health Care Facility (CHCF)	190-216-6474-XXX			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Carpenter II, Correctional Facility			
	WORKING TITLE			
Division of Adult Institutions Plant Operations	Carpenter II, CF			
	TIME BASE / TENURE	CBID	WWG	COI
	PFT	R12	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Stockton, 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

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 ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.

GENERAL STATEMENT

Under the direction of the Supervisor of Building Trades, Chief Engineer and Correctional Plant Supervisor, the Carpenter II plans, lays out, inspects, and works with a crew of carpenters or incarcerated workers engaged in construction and repair work; makes rough sketches of, and estimates the cost of minor structure and repair work; advises in the selection of building materials, requisitions building materials and supplies; supervises the storage of materials and supplies, care and maintenance of tools and equipment, demonstrates the best methods of performing carpentry, masonry, tile and fence work, and sees that work is carried

out according to plans and specifications and is properly correlated with other trades. Ensures all safety regulations are followed; keeps records and makes reports; instructs and leads skilled and unskilled assistants; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation. Prevents escapes and injury by these persons to themselves, others, or damage to State property. Maintains security of working areas and work materials, inspects premises and searches incarcerated workers for contraband such as weapons or illegal drugs. Conducts weekly safety meeting with all incarcerated workers, and records their names and CDC numbers. Incarcerated workers will be supervised by staff at all times including movement proceeding to and leaving work areas

% 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%	Maintains assigned area at an acceptable level of preventive and corrective maintenance. Instructs, directs and works with incarcerated workers to perform maintenance of the assigned equipment as designated in specific responsibilities at the California Health Care Facility. Prepares requisitions for materials for routine maintenance and special projects.
30%	Make rough sketches of, and estimates the cost of minor structure and repair work; advises in the selection of building materials, requisitions building materials and supplies; supervises the storage of materials and supplies, care and maintenance of tools and equipment.
10%	Ensures all safety regulations are followed; keeps records and makes reports; instructs and leads skilled and unskilled assistants; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation.
10%	Exercise proper tool control, search incarcerated peoples and work site for contraband. Maintains incarcerated people discipline, both verbally and by the writing of Incarcerated people Disciplinary Reports, follows the written Incarcerated people Work Incentive policy.
10%	Prepares accurate reports and records on a daily basis including but not limited to: SAPMS daily time sheets and work orders, incarcerated worker time cards, tool control and 998's.
5%	Attends a combination of 40 hours per year of In-Service Training and On-the-Job Training. This will consist of Safe Workplace Practices Training in accordance with the Institution's Injury and Illness Prevention Program. Participates in safety meetings, provides safety-related training to staff and incarcerated workers, and encourages the prevention of accidents and injuries. It is your responsibility to request appropriate time to complete annual training as identified for your classification. Staff are expected to have a thorough understanding of the laws, rules, regulations, policies, procedures, practices and job duties that impact their ability to perform the duties of an employee assigned to the California Health Care Facility. Staff are also required to have their whistle and ID in their possession at all times while on institutional grounds. 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. 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 incarcerated people, visitors, non-employees, 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