DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Regional Human Resources Office (Business Information System)	CLASSIFICATION TITLE Office Technician (Typing) - Timekeeper				
	WORKING TITLE				
	COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)	EFFECTIVE DATE				

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:	

Under the general supervision of the Supervisor I, California Correctional Health Care Services (CCHCS), the Office Technician (Typing) (OT) is assigned as the Timekeeper for Regional Human Resources Office (RHRO) Northern, Central, and Southern facilities. The OT records and keys attendance for Nursing staff, Nursing Services Branch, assigned to posted positions. The OT works closely with the Personnel Specialists (PS) and the Nurse Scheduling Office to provide current time and attendance data. The OT works with the TeleStaff Time and Shift System (timekeeping computer program); this includes posting from the watch sheets and printing reports. The OT is required to independently analyze situations accurately to make corrections to the program; update and correct posting of time usage into TeleStaff in an effective and timely manner. The OT responds to telephone and counter inquiries from staff to assist in resolving time discrepancies. May be required to travel to provide coverage for other CCHCS HR Timekeepers in the region and/or to attend training.

% 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. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS

35%	Audits all Employee's Record of Attendance (CDCR 998-A); reviews for accuracy and required signatures, verifies all overtime and absences are coded correctly, and required absence substantiation is attached to the employee's CDCR 998-A. Consults with supervisors and employees to resolve any discrepancies regarding attendance reported on the CDCR 998-As. Researches and responds in a timely manner to inquiries from staff, supervisors, and management regarding timekeeping issues. Provides a monthly report to SSM I of supervisor and/or employee timekeeping errors. Reviews, audits, and posts attendance into the TeleStaff system; reviews attendance reports for compliance with Fair Labor Standards Act (FLSA) statutes, sign in/out sheets, and In-Service Training (IST) records. Processes monthly attendance reports, and monthly dock notices within the identified timeframes. Distributes monthly/bi-monthly CDCR 998-A and Leave Accounting Balances (LAB) reports. Submits to the appropriate supervisory and/or managerial staff a listing of employees who have not submitted CDCR 998-As within the identified timeframes. Assists in presenting FLSA and Timekeeping training, and IST classes.
20%	Prints CDCR 998-As from the TeleStaff system for Nursing staff and routes to Accounting a week before payday in preparation for Master pay distribution. Upon PS request, prior to payroll cut-off, prints Time Sheet Summaries (TSS) reports identifying Nursing staff who will need to be docked. Picks up CDCR 998-As from drop box. Audits staff CDCR 998-As for signature and ensures appropriate documentation is attached, and clears markers in TeleStaff. Runs the Delinquency Report, and prints Delinquency Letters for PS signature. Makes appropriate copies and mails Delinquency Letters. Monitors the Delinquency Reports for CDCR 998-A submissions. Forwards the copy of the Delinquency Letter to the PS for further action as necessary.
20%	Researches and responds to inquiries by Nursing staff and management. Makes corrections to Nursing employee's attendance for shift, holiday, and monthly overtime; provides corrected copies of the overtime report for processing. Researches discrepancies provided by Business Information System (BIS) and TeleStaff software by generating and correcting errors through different reports/logs such as: the "Over/Under" report, the daily Error Log, and the weekly BIS Audit "Salary Hours" report. Serves as a primary contact with BIS Time and Shift staff to address and correct issues with time and attendance documents. Communicates and resolves leave balance discrepancies with the Time and Shift team.
10%	Generates monthly TSS and distributes to PS for posting to California Leave Accounting System. Reviews and keys corrections received from PS. Files CDCR 998-As and TSS for Nursing staff. Provides PS corrected TSS. Prepares training materials and provides IST classes on the timekeeping process to supervisors and at New Employee Orientation. Performs regular archiving of timekeeping documents by labeling, packing in storage box, and transporting to Conex accordingly. Accurately completes timekeeping section of employee checkout sheet upon separation.
10%	Attends IST- a combination 40 hours In-Service Training/On-the-Job training annually and documents on the job training as necessary. May be required to travel to attend training and provide back-up assistance to CCHCS HR Timekeepers located within the region.
5%	Performs other duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; and principles of effective training.

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules, and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar, and spelling; communicate effectively; and provide functional guidance.

DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

SPECIAL REQUIREMENT

Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, the incarcerated, or the public.

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.
- 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.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE