CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)	MCR / HCR
Division of Rehabilitative Programs	XXX-XXX-XXXX-XXX	

DIVISION / UNIT	CLASSIFICATION TITLE			
Office of Correctional Education	Developmental Disability Program (DDP) Library Technical Assistant (LTA)			
	WORKING TITLE: DDP LTA			
	TIME BASE / TENURE: FT/PERM	CBID:	WWG:	COI: Yes ☐ No ☐

LOCATION	INCUMBENT	EFFECTIVE DATE

CDCR'S MISSION

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with 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.

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 the general supervision of the Supervisor of Correctional Education Program (SCEP) and the direct supervision of the Supervisor of Academic Instruction with the guidance of the librarian, the Developmental Disability Program (DDP) Library Technical Assistant (LTA), Correctional Facility (CF), is responsible to provide orientation to all incarcerated persons (IP) in the DDP for law library and other library services provided at each institution. The DDP LTA will provide DDP IPs with reasonable access to forms, regulations, and procedures in the library. The DDP LTA will ensure DDP IPs understand how to gain access to Court and [11]provide the Americans with Disabilities Act (ADA) Coordinator with the information being forwarded to the Court. When there are no DDP IPs needing assistance, the DDP LTA may assist Disability Placement Program (DPP) and Enhanced Outpatient Program (EOP) IPs who qualify for ADA assistance.

GENERAL STATEMENT

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

The DDP LTA will perform all duties in accordance with Departmental regulations and policies that have been established for library operations.

% 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.
	ESSENTIAL FUNCTIONS
60%	Ensure DDP IPs have equitable accessibility to all general and law library services and [6]ducat IPs for law library use as appropriate in order to accomplish the delivery of library services. Document and provide DDP IPs with an orientation to both the general and law library explaining services and procedures within 30 days of arrival. [4]Interview all DDP IPs and identify library and leisure reading needs and provide reading and scribing law library services as needed. [5]Provide IPs with reasonable access to all forms, regulations, and library procedures. [9]Document services provided to DDP IPs on 128-B, library log, SOMS, etc. [3]Communicate with DDP education staff and other library staff regarding DDP library concerns.
15%	Assist in the delivery and provision of legal copying in a timely manner to help meet DDP IP court and legal deadlines. Provide DDP IPs with basic supplies necessary for inmates to study or work in the library. Processes DDP IP trust withdrawals, responds to inmate grievances and appropriately documents IP misconduct or behavior when necessary.

15%	Attend meetings and work with other DDP staff in order meet the requirements of the DDP. [2]Communicate with other library staff regarding DDP library concerns. [1]Communicate with and assist the DDP Correctional Counselor 1 (CC1) regarding library services as needed. [10]Notify the CC1 of the need to inform the Court of an IP's developmental disability. Provide the ADA Coordinator with information being forwarded to the court. Communicate and cooperate with custody to ensure DDP IPs have access to library services. Attend training and conferences coordinated by the Office Academic and Career Development to remain current with changes that occur with the DDP.
5%	Keep current of changes in custodial regulations through In-service Training (IST), reading the monthly IST bulletin, and attending staff meetings and quarterly training.
5%	Maintain the security of the library and other work areas. Secure and maintain library materials and equipment. Inspect the premises for contraband and anything else deemed a security risk. Perform other related duties as required.

Excerpt from Clark Remedial Plan – Library Technical Assistant

1. Communicate with and assist with DDP CCI *(in regard to library services)*
2. Communicate with other Library staff about DDP library concerns
3. Communicate with DDP Education staff
4. Interview DDP IP and identify library and leisure reading needs
5. Provide reasonable access to forms, regulations, and procedures in the library
6. DUCAT IPs for law library use as appropriate
7. Ensure DDP IPs understand how to gain access to the Court
8. Provide reading and scribing law library services as needed
9. Document whatever services are provided to DDP IPs on 128-B, library log, etc.
10. Notify CCI of the need to inform the Court of an inmate's developmental disability
11. Provide the ADA Coordinator with the information forwarded to the Court
12. Provide orientation to all DDP IPs for law library and other library services

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.

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