CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
AVENAL STATE PRISON	026-243-1139-801			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	OFFICE TECHNICIAN (TYPING)			
	WORKING TITLE			
	OFFICE TECHNICIAN (TYPING)			
ADULT INSTITUTIONS	TIME BASE / TENURE	CBID	WWG	COI
	FT/P	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
WAREHOUSE				

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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under the direction of the Warehouse Manager II, the Office Technician (T) provides primary clerical and technical office support for the Support Warehouse Main Office. In a technical capacity, this position is responsible for data entry of purchase orders, Stock Received Reports, and STD 115's to the computerized warehouse inventory tracking system. This position is required to monitor incoming documents for continuity with warehouse standards and inventory control, generate reports and data for budget purposes, forecasting of future needs, and yearend inventory functions.

GENERAL STATEMENT

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

The Office Technician (T) will be fully responsible for the Support Warehouse office functions in processing information and providing information for warehouse staff and other institution personnel. This position relieves the Warehouse Manager of routine office details, maintains office files, answers and directs all incoming telephone calls, takes messages, performs records management functions for the warehouse, attends meetings and takes and prepares minutes for distribution, and acts as incarcerated person and staff timekeeper. This position will have direct supervision over a minimum of two incarcerated person workers to perform minor clerical and janitorial functions.

% 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.

40%	General clerical duties, include typing, filing, answering phones, directing incoming calls, taking messages; processes, distributes and files all incoming documents; computer input and reports for inventory control; sorts and distribute mail and perform messenger service when needed between the warehouse and administration; research problems and questions concerning incoming shipments, stock received or returned and other associated duties.
40%	Supervise a minimum of two incarcerated individuals in clerical and housekeeping duties; train incarcerated individuals in use of office and housekeeping equipment and safe work practices, keep incarcerated individual time sheets.
10%	Timekeeper for all warehouse staff, prepare periodic payroll and timekeeping reports as required.
10%	Attend staff meetings and In-Service-Training as required. 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 prison individuals, visitors, non-employees 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

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