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
Facility Planning, Construction and Management Division	065-733-1139-013			1/D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Office Technician (Typing)			
	WORKING TITLE			
	Office Technician (Typing)			
Construction Services Branch Correctional Construction Mentorship Program Folsom State Prison	TIME BASE / TENURE	CBID	WWG	COI
	Full Time / Permanent	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
300 Prison Road, Represa, CA 95671				

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

The Facility Planning, Construction and Management Division delivers services and provides oversight over all real estate functions required by the California Department of Corrections and Rehabilitation, including capital improvement planning and construction, architectural and engineering services, environmental reviews and regulatory compliance, property management and lease administration, and facility management oversight for repairs and maintenance at the Department's youth and correctional facilities.

GENERAL STATEMENT

Under the general direction of the Construction Supervisor III, this position works independently to provide clerical support to the staff engaged in the construction and renovation of multiple construction projects at one or more assigned CDCR Facilities, which may require travel more than 50% of the time. These multiple projects include major and minor capital outlay, special repair, and deferred maintenance construction. This position performs more complex general office duties and is expected to exercise independence, initiative, and thoroughness in performing assigned tasks.

% 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%	Gather and enter project information into databases; assist with completing the Daily Job Log; assist with the incorporation of design changes into the "as built" plan set upon receipt of documents from the Architecture and Engineering Section; generate project budget/expenditure reports using various accounting databases; assemble various project expenditure and reimbursement documents for the Construction Supervisor's review and approval; distribute, file, and log approved expenditures and reimbursements; maintain various project records such as procurement and contract records, briefing documents, inspection logs, various reports, and correspondence.
20%	Assist with maintaining the project material inventories and office supply inventories; perform Goods Receipt of received products in the Business Information System database; and serve as courier for documents, materials, and equipment between offices, job sites, and institutions.
20%	Assist with job site sign-In for staff and vendors; answer and screen a variety of visitors, telephone calls, and radio traffic; refer to other staff members or personally provide accurate information on established agency programs and policies; coordinate meetings; prepare and maintain meeting agendas; provide clerical support in meetings, trainings, and conferences; take notes and summarize into minutes; distribute and file minutes; track, file, and maintain various records that include staff personnel, payroll, training records, and confidential administrative files.
15%	Assist with and coordinate the hiring process of casual employees; collect hiring documents from program, union halls, candidates, and institution personnel offices; assemble proper hiring paperwork for distribution; assist with payroll processing for casual staff, custody officers, and Incarcerated Individuals between the program, institution personnel, and accounting offices.
10%	Screen and distribute incoming correspondence; refer to appropriate staff members for reply and follow up to ensure that deadlines are met; prioritize correspondence with background material attached as reference for Construction Supervisor's review and reply; independently compose correspondence on a wide range of subjects requiring a thorough knowledge of the policies and procedures; type and edit outgoing correspondence and project related documents (e.g. contracts, Request for Information (RFI)'s, Request for Quote (RFQ)'s, tool and material transfers) prepared by other staff members for consistency with administrative policy, format, and grammaticality; assemble and distribute the approved correspondence and project request documents.
5%	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. <u>KNOWLEDGE AND ABILITIES:</u> <u>Knowledge of</u>: Modern office methods, supplies, and equipment; business English and correspondence; and principles of effective training. <u>Ability to</u>: Perform difficult clerical work, including ability to make arithmetical computations; operate various office machines; communicate effectively in English; read and write in English at a 12th grade level with a wide knowledge of vocabulary, grammar, and spelling; follow oral and written directions; prepare correspondence independently; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; evaluate situations accurately and take effective action; apply specific laws, rules, office policies and procedures; and provide functional guidance.

SPECIAL PERSONAL CHARACTERISTICS:

A demonstrated interest in assuming increasing responsibility.

DESIRABLE QUALIFICATIONS:

1) Proficient in Microsoft Office Word, Excel, Outlook, PowerPoint, SharePoint and Adobe Acrobat
2) Ability to exercise discretion and handle sensitive materials
3) Ability to multi-task and prioritize assignments
4) Ability to work within a team oriented environment

Education equivalent to completion of the twelfth grade.

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.
- Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed/ typewritten material.
- Long and short term travel assignments may be required more than 50% of the time
- This position requires a valid California Driver's License.

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