CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CALIFORNIA MEN'S COLONY	056-210-1139-812			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	OFFICE TECHNICIAN (TYPING)			
	WORKING DAYS/HOURS: Monday – Friday 0800 – 1600 (Position may require incumbent to work flexible hours and/or overtime).			
CENTRAL OPERATIONS/VISITING	TIME BASE / TENURE	CBID	WWG	COI
		R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT			EFFECTIVE DATE
HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409				11/06/2026

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION

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.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Office Technician shall assist the Family Visiting Coordinator in verifying eligibility and processing applications for Family Visits for East Facility and enter into SOMS; processing of visitors on OMNIXX through Department of Justice; process Gate Clearances for East Facility; type and compose reports and special assignments; maintain visiting records, files and various logs. Answer and handle all visiting phone inquiries from visitors and staff; communicate effectively with staff as well as the public and demonstrate initiative, independence and good judgment.

GENERAL STATEMENT

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

Under the general direction of the Visiting Sergeant and Visiting Lieutenant, the Office Technician serves as lead clerical. The Office Technician is responsible for processing approximately 400-600 per month East CDCR 106 (Visiting Questionnaires).

% 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%	Process and enter all CDCR 106 Visiting Questionnaires into SOMS for East Facility. Process applications on OMNIXX via the Department of Justice for approval or disapproval, which is handled by the Visiting Sergeant and Visiting Custody Staff.
35%	Answer and handle all visiting phone calls from incarcerated person families and staff. Type correspondence, letters and reports as required. Maintain records, visiting files and correspondence related to the Visiting Department. Receive verbal instruction from the Visiting Sergeant as it pertains to clerical assignments. Perform a relative level of variety and complexity of duties as assigned.

25%	Assist the Family Visiting Coordinator in verifying eligibility and processing applications for Family Visits for East Facility. Attend required In-service training, in addition to required yearly Block Training. 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 REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated persons, 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