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
California Institution for Men	080-261-1139-XXX		1 / D
DIVISION / UNIT	CLASSIFICATION TITLE		
	Office Technician (Typing)		
	WORKING TITLE		
Custody Support	Office Technician (Typing) – Chief Deputy Warden's Secretary		
	TIME BASE / TENURE	CBID	WWG	COI
	P / FT	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	

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

Provides clerical and organizational support to California Institution for Men in enhancing public safety and promoting successful community reintegration through comprehensive crime prevention programs, education, treatment, and active participation in rehabilitative and restorative justice programs.

GENERAL STATEMENT

Under the general supervision of the Chief Deputy Warden, performs clerical duties and responsibilities for the Chief Deputy Warden and occasionally other executive staff including the Warden in the absence of the Executive Assistant Secretary. Assignments are often deemed confidential and will include access to sensitive information; including but not limited to, labor relations negotiations and adverse personnel actions. Must exercise a high degree of sensitivity and be cognizant of the consequence of errors related to both oral and written communication.

% 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%	Receive and screen all incoming correspondence, checking for completed staff work, format, grammar, etc., returning for correction as necessary. This also includes internal and outgoing correspondence the Chief Deputy Warden's signature. Follow-up to ensure deadlines are met, arranging correspondence for personal reply in order of priority, with appropriate background material attached for reference. Compose routine correspondence. Type/distribute material assignments from direct and indirect supervisors. Ensure follow-up when necessary. Screen all telephone calls and visitors, independently referring to the appropriate staff when necessary.
35 %	Handle routine office details involving independent decisions to relieve the Chief Deputy Warden as appropriate. As needed, take notes for meetings, summarizing into minutes and making distribution. Arrange the Chief Deputy Warden's meetings and appointment calendar; maintain the scheduling of the Warden's conference room, Personnel Kitchen and the Multi-Purpose Room. Make necessary travel arrangements and prepare expense claims. Initiate supply requests. Timekeeper for designated staff. Maintain vacation calendar on all administrators.
20%	Work closely in conjunction with the Warden's Office for purposes as it relates to the Warden's Secretary, relieving her during meetings, vacations, sick leave and informal time off.
5%	Maintain confidential and administrative files, reports and reference manuals. Maintain sensitive labor relations materials such as grievances and adverse actions. Submit timesheets by the due date. Must meet the 40 hours required for IST/OJT annual training. Performs other duties as assigned.

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.

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

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
California Institution for Men	080-261-1139-XXX			1 / D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Office Technician (Typing)			
	WORKING TITLE			
Business Services / Personnel	Office Technician (Typing) – Custody Timekeeper			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Personnel Timekeepers Office			10/20/2026	

CDCR'S MISSION, VISION and COMMITMENT

Mission

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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

Personnel certifies and processes payroll transactions, benefits, hiring and recruitment and coordinates the institution's position control processes as well as develops, recommends, and implements policy and procedure for management.

GENERAL STATEMENT

Under the general direction of the Personnel Supervisor II this is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures. Good judgment and the ability to communicate effectively are of primary importance at this level. Duties include work within the Workforce Telestaff and BIS Time & Shift Programs. Acts as a back-up to the Personnel Receptionist as needed.

% 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%	Review, audit, input in the Workforce Telestaff and BIS Time & Shift Program, file and maintain daily custody FLSA sign-in/out personnel time records utilizing Workforce Telestaff. Retrieve data and compile various reports for Personnel and Management. Respond to staff inquiries. Post daily, attendance usage such as: sick, overtime, vacation, annual leave, holiday, swaps, and etc. for custody staff into Workforce Telestaff accurately. Audit FLSA sign-in/out sheets for signatures, and appropriate use of pay codes. Return copies of incorrect FLSA sheets to ATM Sergeant for corrections. Provide a FLSA Tracking List to PS II and Management indicating missing FLSA sheets. Run, review, and audit Time Entry Error reports, code usage reports, timesheet summaries, PIP overtime reports and make corrections as necessary. Work very closely with Personnel Specialists preparing accurate leave usage and overtime pay for custody employees. Prepare billing report and Time Expenditure Management System (TEMS) report for the Budget Analyst.
20%	Print 998-As and route to Accounting for paydays. Mail out to employees 998-As who are out on workers-comp/sick/leave of absence. Clear markers in BIS. Print and give delinquency letters to Personnel Specialists along with absent all codes listing. Type and route Delinquent 998-A memo to all Management.
15%	Research and respond to inquiries by Personnel staff, custody staff, and management. Make corrections if necessary and then give to Personnel Specialists. Assist employees over the phone or at the counter with regards to their timekeeping issues.
15%	Complete FLSA correction form, correct in Workforce Telestaff and give to Personnel Specialists incoming FLSA corrections on a flow basis.
5%	Back up Personnel Receptionist during absences, lunches, breaks, and as needed throughout the day, or during any periods of staff vacancies.
5%	Responsible for the confidentiality of employee information. Performs other duties as assigned.

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.

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

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
California Institution for Men	080-261-1139-XXX			1 / D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Office Technician (Typing)			
	WORKING TITLE			
Business Services / Procurement	Office Technician - Procurement			
	TIME BASE / TENURE	CBID	WWG	COI
	P / FT	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	

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.

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DIVISION OVERVIEW

Office Of Business Services (OBS) administers the California Department of Corrections and Rehabilitation's (CDCR) non-information technology contract services and procurement activities; assets, records and fleet management programs; mail center, reproduction and correspondence control operations; material master data; and Small Business (SB) and Disabled Veterans Business Enterprise (DVBE) activities.

The California Department of Corrections and Rehabilitation's (CDCR) purchasing policies and procedures for non-information technology goods are adopted to comply with a variety of statutory and policy provisions found in the State of California statutory codes (i.e., Public Contract Code, Government Code, Military and Veterans Code, Department of Finance policy, State Contracting Manual (SCM), Volume II, Department of General Services (DGS) policy, Title 15 of the California Code of Regulations, and the CDCR Operations Manual). The Office of Business Services, Procurement Section is committed to maintaining high standards of performance based upon fair, ethical and professional business practices.

GENERAL STATEMENT

Under the direction of the Procurement and Services Officer II, the incumbent is responsible for performing difficult clerical task: review and follow written and verbal procurement procedures; initiate and review purchase documents; evaluate situations accurately and take effective action; operate various office equipment including but not limited to a computer and printer; prepare, review and type various reports and correspondence independently; handle phone calls and problems with vendors and staff. Exercise with a high degree of initiative, independence, and originality 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.
40%	Initiate, review, amend and process purchase documents. Enter all purchase orders and amendments utilizing SAP/BIS in order to generate a Purchase Order (Std. 65), in accordance with laws, guidelines, policies, procedures, rules and regulations set forth in State Administrative Manual (SAM), Department Operations Manual (DOM), Management Memos, and monthly directives through OBS. Submit to appropriate approving authority. Input and maintain purchase information into the General Services State Contract & Procurement Registering System (SCPRS) to obtain purchasing registration number. Complete purchasing regulation training courses, obtain and maintain passing certifications to be eligible to process STD. 65.
25 %	Maintain the Purchasing Document Log accurately updated with all purchases, log purchase order numbers into the Excel database. Maintain the purchasing records in accordance with current purchasing policy. Organize, track, monitor and file all purchase orders and service contracts.
10%	Answer, screen and direct phone calls. Provide information; take messages for staff and/or redirect calls to appropriate office. Interpret and explain purchasing policies and procedures to staff, vendors, and representatives of outside agencies. Research and resolve inquiries regarding status of purchase orders or payment to vendors.
10%	*Type correspondence and memorandums. Create forms and spread sheets as needed. Responsible for reports needed by management. Prepare reports and statistical summaries gathering pertinent information, enter and retrieve from computer (Annual Monitoring Report of DVBE Participation in Contracting (CDC 1428) and Contracting Report Small Business Participation (Std. 810), Quarterly Non-Competitive Bid (NCB) Contract Report). Maintain records and DOM supplements.*
5%	Collect and maintain the monthly Employee Attendance Record and Pals Worksheets (CDC 998A) for the Procurement employees and submit to the Personnel Office each month. Collect and maintain the weekly employee safety trainings for the Procurement employees and submit to the In-Service Training (IST) Office each week. Ensure that sensitive information is maintained in a secure manner and that incarcerated persons do not obtain access to such information.
5%	Maintain general housekeeping practices. Maintain the daily office supply tool inventory log for staples, staple removers, clipboards, etc. Operate various types of office equipment
5%	*Other duties as assigned. May be redirected at any time within the Business Services department. Perform administrative duties including, but not limited to: adhering 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. Must meet the 40 hours required for IST/OJT annual training.*

SPECIAL PERSONAL CHARACTERISTICS

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To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

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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

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
California Institution for Men	080-218-1139-XXX		1 / D
DIVISION / UNIT	CLASSIFICATION TITLE		
	Office Technician (Typing)		
	WORKING TITLE		
Mailroom	Office Technician (Typing) - Mailroom		
	TIME BASE / TENURE	CBID	WWG	COI
	P / FT	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT	EFFECTIVE DATE	

CDCR'S MISSION, VISION and COMMITMENT

Mission

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Vision

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DIVISION OVERVIEW

Provides clerical and organizational support to California Institution for Men in enhancing public safety and promoting successful community reintegration through comprehensive crime prevention programs, education, treatment, and active participation in rehabilitative and restorative justice programs.

GENERAL STATEMENT

Under the direct supervision of the Mailroom Office Services Supervisor and the direction of the Central Operations Captain, the Office Technician (T) is responsible for providing clerical support to the Mailroom.

% 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.
45%	The Office Technician (OT) (T) shall identify, log, and maintain the filing system in the Mail Tracking Program for all incoming and outgoing Legal and Confidential mail. The OT (T) shall log priority mail, and certified mail along with Proof of Service By Mail forms into the Certified Priority Tacking Log. Log and track all CLN and PLN legal magazines and submit logs once a month. Conserve confidentiality regarding business, staff, and incarcerated Persons (IP) mail. Report inoperable office equipment and/or submit Remedy, Work Order, and remedial request forms. Submit the office supply order on a monthly basis, or as needed. Department Operations Manual (DOM) 54010.1 IP Mail, Sections 54010.8 Inspection and Reading of Incoming and Outgoing Mail; and 54010.12.3 Processing Incoming Confidential/Legal Mail. California Code of Regulations (CCR), Title 15, Sections 3133 Definitions and Disposition of Mail; 3141 Confidential Correspondence; 3142 Processing of Outgoing Confidential Mail; 3143 Processing Incoming Confidential Mail; 3144 Inspection of Confidential Mail; 3145 Enclosures in Confidential Mail; and 3147 Definition and Disposition of Mail.
30 %	Assist with answering telephone and forward to the appropriate staff. Assist in answering legal and locator calls (locating IPs housed at CIM via SOMS for the staff and public). Identify IP location and forward to institution where the IP is currently housed, or unit assigned to. The OT (T) may attend staff meetings to take notes, transcribe and type minutes on behalf of the OSS II for review and signature within a timely manner
15%	Receive and distribute mail, Instant Bulletins. Open, sort, and thoroughly search incoming mail for escape material and/or contraband. Receive and sort incoming mail for distribution to personnel staff by location. Separate CIM housed IP mail by housing facility. Familiarization with State forms; policy and procedure; California Code of Regulations, Title 15.
10%	Other duties as assigned. May be redirected at any time. 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. Must meet the 40 hours required for IST/OJT annual training.

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.
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EMPLOYEE'S STATEMENT:

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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

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
California Institution for Men	080-210-1139-XXX			1 / D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Office Technician (Typing)			
	WORKING TITLE			
Custody Support	Office Technician			
	TIME BASE / TENURE	CBID	WWG	COI
	P / FT	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION, VISION and COMMITMENT

Mission

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DIVISION OVERVIEW

Provides clerical and organizational support to California Institution for Men in enhancing public safety and promoting successful community reintegration through comprehensive crime prevention programs, education, treatment, and active participation in rehabilitative and restorative justice programs.

GENERAL STATEMENT

Under the direct supervision of the Manager or Designee, the Office Technician (T) is responsible to provide clerical support to the Manager or Designee. Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training are required.

% 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%	The Office Technician (OT) assists the Manager or Designee with the clerical responsibilities of the Division or Facility. Coordinates and collaborates with Institution clerical staff, managers and supervisors as directed by the Manager. Maintains a tracking log of all assignments to the Division or Facility and assists with timely completion, by communicating with the assigned staff. Keeps a calendar of meetings that the Manager or Designee needs to attend. Answer phones, takes messages, and redirects phone calls as needed. The OT may attend meetings, tasked to take meeting minutes, transcribes them and types them for the Manager or Designee for review and signature. Process all assignments received as well as the ones issued from this office to other staff members, such as Tics, Incident Reports, Appeals etc.
20%	Serve as timekeeper for executive staff. Types a variety of documents to include but not limited to; performance reports, memorandum, grievance responses, DOM Supplements, Local Operating Procedures etc. The OT will be tasked with reviewing documents for typographical and formatting issues.
20%	Receive and distribute mail, Instant Bulletins. Type updates to DOM and Operational Procedures as requested by the Manager or Designee.
20%	May supervise 2-4 incarcerated persons clerks, which includes timekeeping and preparation of Work Supervisor's reports. Make random and unscheduled inspections of incarcerated persons work areas for potential escape Material and contraband.
10%	Other duties as assigned. May be redirected at any time. 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. Must meet the 40 hours required for IST/OJT annual training.

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

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CONSEQUENCE OF ERROR

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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

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
California Institution for Men	080-261-1139-XXX			1 / D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Office Technician (Typing)			
	WORKING TITLE			
Food Services	Office Technician – Food Services			
	TIME BASE / TENURE	CBID	WWG	COI
	P / FT	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	

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

Under the general supervision of the Correctional Food Manager II and Assistant Correctional Food Manager, establishes and provides office organization and record keeping for the Food Service Operation.

GENERAL STATEMENT

Responsible for duties which include but are not limited to typing, computer in/output, independent preparation of correspondence, reviewing and editing documents; prepares and circulates reports and memorandums; establishes, organizes, and maintains office files and manuals; responds to telephone requests for information, prepares and submits work orders, key and lock requests. Update staff supervisory files; gather and compile data, tracks staff timekeeping, various food item requests, religious diet pickups and various assignments. Receive, screen, and refer calls to appropriate individuals. Attend Incarcerated Persons Advisory

Counsil meetings on various facilities. Provide gate clearances for delivery from outside vendors. Establish office filing system for projects files, manuals, orders, etc. Records detailed meeting minutes; review food orders and submit in SAP/BIS; shall supervise up to two incarcerated persons (IP) clerks and two IP porters, submit IWSP paperwork, and incarcerated persons (IP) pay monthly; conduct weekly IIPP for assigned incarcerated workers; and other related duties.

% 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%	Prepare correspondence for the Correctional Food Manager II, two Assistant Correctional Food Managers, and six Supervising Correctional Cook's. Reviews and edits Performance Reports, staff meeting minutes, memorandums, gate clearances, IP grievances and monthly reports, collect and distribute mail and interoffice documents. Records employees leave time, update and purge supervisory files, maintain appointment calendar.
30%	Assigns work, tools and gives specific instructions and training to IP clerks and porters (janitors) and monitors their performance. Maintains accurate records of IP work hours and evaluates their performance of clerical and janitorial duties. Provide IPs with OJT and weekly IIPP training.
25%	Maintain and update supervisory files. Request IST print-out for performance reports. Submit monthly office supply request. Keep updated gate clearances, maintain charts; arrange for replacement or repair of office equipment. Submit key and lock requests, phone requests, order forms from printing, keep records of tool control and fire safety. Review and submit IP pay at the end of each month, submit FLSA sheets daily to personnel; type memos; checks calculations on food orders, submits purchase requisitions in BIS, update budget tracker spreadsheet.
15%	Answer telephone and screen calls, take messages for all food service facilities, scan and forward of pertinent information and documents, such as job injury reports, workers comp claims, and purchase orders to appropriate staff and departments. Type and submit work orders for all facilities; update tracking logs. Accompany management team on facility walkthroughs to document area/equipment deficiencies.

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.

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

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	WORKING TITLE			
Personnel	Office Technician (Typing) Personnel Receptionist			
	TIME BASE / TENURE	CBID	WWG	COI
	P / FT	R04	2	Yes ☐ No ☒
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DIVISION OVERVIEW

Personnel certifies and processes payroll transactions, benefits, hiring and recruitment and coordinates the institution's position control processes as well as develops, recommends, and implements policy and procedure for management.

GENERAL STATEMENT

Under the direct supervision of the Personnel Supervisor II, the Office Technician (T) acts as the Receptionist for the Personnel Department and provides clerical support for the Personnel Office staff. Performs all related clerical tasks and other duties as required. Duties include work within the BIS Time & Shift Program. The Custody Timekeepers provide break and Lunch coverage.

% 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%	Answer all incoming calls from the public, other State departments, Agencies and CIM Staff. Refers or redirects incoming telephone calls and takes messages as necessary. Attends to staff at the front counter by answering general personnel questions, providing information about Health, Dental, Vision, FLEX-Elect and other employee Benefits. Assists staff in the general completion of the necessary forms for enrollment and/or cancellation. Hands out written information, booklets and pamphlets; Directs technical/complex employee inquiries to appropriate Personnel Staff. Provide Official Personnel File (OPF) to employee, or authorized representative, ensure disclosure log is completed and remain present during the OPF review.
25 %	Maintains the security and confidentiality of sensitive information in the Receptionist area is not compromised. Maintain and update the personnel office employee roster on line with every employee's emergency contact information. Process State issued Identification Cards for employees, retirees', volunteers and contractors
15%	Responsible for duplicating and maintaining an adequate supply of employee information packages for new hires, intermittent employees (PIES), transfer and new supervisory employees. Coordinates new hire information with Specialist to ensure all required documentation is completed.
5%	Responsible for ordering, restocking and maintaining inventory control of forms, office supplies and special equipment for the Personnel Office. Also prepares the monthly warehouse supply requests and/or process order requests from outside vendors for supplies not carried in the CIM warehouse in accordance with purchasing guidelines. Picks up 998s from designated areas in Facilities as necessary.
5%	Assists in contacting other agencies to request necessary documents.
5%	Assist in the maintenance of the OPF. Filing of documents and forms into OPF, as directed. Creates copies of OPF as directed. Pick-up mail from the CIM Mailroom, opens, date stamps, sorts and distributes all incoming mail for the Personnel Office. Process all outgoing mail and create GLS labels and Certified Mail. Makes special deliveries as required.
5%	Participates in In-Service Training (IST) and all required mandated training. Performs other duties as assigned.

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