CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM		POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Richard J Donovan Correctional Facility		030-216-6916-001			1
DIVISION / UNIT		CLASSIFICATION TITLE			
		Electronics Technician (Correctional Facility)			
		WORKING TITLE			
Business Services Division Plant Operations Department/Facility A - D		Electronics Technician (Correctional Facility)			
		TIME BASE / TENURE	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION	REVISION DATE	INCUMBENT		EFFECTIVE DATE	
480 Alta Road, San Diego, CA 92179	3/1/2026				

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 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 direction in a State correctional facility in the Department of Corrections, to install, maintain, repair, and operate various types of the less complex electronic devices and equipment; to maintain order and supervise the conduct of incarcerated individuals, wards, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead, or supervise incarcerated individuals, wards, or resident workers; and do other work as required.

Typical Tasks: Installs, maintains, adjusts and repairs various types of the less complex electronic devices; makes repairs and adjustment to equipment such as audio-communication and security sound systems, magneto, common battery and dial intercommunication systems, radio and television receivers, electronic testing and measuring devices, and similar electronic equipment and accessories; as required, operates such equipment; assists higher level technicians with the installation and repair of the more complicated electronic equipment such as radiotelephone, channelized microwave, wire carrier equipment, traffic signal and lighting systems; uses electronic measuring and testing devices; draws and interprets schematic diagrams of the simpler electrical and electronic circuits; estimates costs of repairs and orders materials and replacement parts; keeps simple records and makes reports; maintains order and supervises the conduct of persons committed to the Departments of Corrections and the Youth Authority; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches incarcerated individuals, wards, residents, or patients for contraband, such as weapons or illegal drugs.

GENERAL STATEMENT

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

Under the direction of the Supervisor of Building Trades, staff will have the primary responsibility for the maintenance and repair of the institution's electronic equipment and devices on A through D Yard and all areas associated with those yards. Due to institutional need staff may be redirected to maintain or repair other electronic equipment and devices throughout the institution. Your scheduled work hours are 0730 hours to 1530 hours Monday through Friday with Saturday, Sunday and Holidays off. The position in which you are assigned has two (2) fifteen (15) minute rest periods but no lunch period. During the rest periods you are not to leave the job site, unless directed differently by your supervisor.

Incarcerated workers, under no circumstances, will perform maintenance or corrective work without direct supervision. This is a breach of security and will not be tolerated. Duties include but are not limited to the following:

% 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%	Install, maintain, adjust and repair various types of the less complex electronic devices; makes repairs and adjustments to equipment such as audio-communication, and security sound systems, radio and television receivers, electronic testing and measuring devices, and similar electronic equipment and accessories; operates such equipment; assists higher level technicians with the installation and repair of the more complicated electronic equipment; uses electronic measuring and testing devices; draws and interprets schematic diagrams of the simpler electrical and electronic circuits.
30%	Prepare purchase requests, receive supplies, maintain inventories and their records; perform tool control procedures; perform materials and chemical procedures.
20%	Maintain incarcerated individuals timekeeping records; prepare incarcerated individuals work reports; maintain incarcerated individual accountability; maintain security programs; and provide safety training and enforce safety regulations.
10%	Maintain order and supervise the conduct of persons committed to the Department of Corrections and Rehabilitation; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises for contraband, such as weapons or illegal drugs. Attend annual In-Service Training classes, obtain On-Job training, and attend mandatory safety training. This position has direct and primary supervision of incarcerated workers, including holding work cards, calling in an out count, assigning work, reviewing performance, writing disciplinary paperwork as required, submitting timecards and pay sheets, and providing comprehensive training on work expectations and safety measures. The incumbent will enforce safety measures. If incarcerated individuals fail to report to work, the incumbent will contact the appropriate Work Change and Housing Unit, within 15 minutes, to determine the incarcerated individual's location. The incumbent will conduct random and unscheduled inspections of incarcerated individuals work areas for potential escape material and contraband. In the event the incumbent is required to work overtime or in outside areas, a positive count will be required. When utilizing sensitive or confidential information, staff will ensure the information is not within view of other persons or incarcerated individuals. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive, or personal information into the workplace from outside of the institution. All office doors and confidential storage areas are to be locked when unattended.

SPECIAL REQUIREMENTS

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