CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

☐ PROPOSED

POSITION DUTY STATEMENT - General

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
AVENAL STATE PRISON	026-210-1441-XXX			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	OFFICE ASSISTANT (GENERAL)			
	WORKING TITLE			
ADULT INSTITUTIONS	OFFICE ASSISTANT- FIRE WATCH			
	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
AVENAL, CALIFORNIA				

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 close supervision of the Correctional Sergeant, the Office Assistant (General) will function as Fire Watch Personnel, with responsibility to patrol and monitor their assigned areas and report occurrences of fires. Incumbents will visually inspect assigned areas for the duration of their assigned shift, record and report progress of the inspections.

GENERAL STATEMENT

Under the close supervision of the Correctional Sergeant, the Office Assistant (General) will function as Fire Watch Personnel, with responsibility to patrol and monitor their assigned areas and report occurrences of fires. Incumbents will visually inspect assigned areas for the duration of their assigned shift, record and report progress of the inspections.

% 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.
35%	Perform visual inspections of assigned areas within a correctional, secured area to determine the presence of fires. Activate fire alarms and suppression systems when required or necessary, in the occurrence of a fire. Make all notifications as outlined in the institutional fire watch operational procedures.
35%	Gather data for the purpose of recording instances of inspection and occurrences of any fire, life, or property hazards and document on the Fire Watch Log. Maintain accurate records of all buildings and facilities inspected during assigned shifts. Upon conclusion of each shift, submit Fire Watch Log records to designated personnel as outlined in the institutional fire watch operational procedures.
35%	Obtain and utilize designated fire watch cellular phone or other designated communication device. If needed, utilize landline communication to establish communication with contacts outlined in the institutional operational procedures. Obtain and utilize keys to gain access to assigned areas within a correctional, secured area. If necessary, seek assistance from other personnel to gain access to secured areas as to determine the presence of smoke and fire.
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. Other duties as required related to fire watch.

SPECIAL PERSONAL CHARACTERISTICS

- Ability to walk/search all assigned areas of Fire Watch; including climbing stairs, hills, slopes, uneven terrain, open and close heavy doors, as necessary to access all assigned areas.
- Ability to stand/walk for hours at a time with minimal sitting.

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 significant harm to staff and the incarcerated population in the event of an unreported occurrence of smoke and fire. Additionally, failure to perform tasks may result in violation of various policies, procedures, laws, and regulations.

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