**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 |
|---|---|---|---|---|
| Division of Adult Parole Operations (DAPO) | 061-458-9927-101 | | | 1 |
| DIVISION / UNIT | CLASSIFICATION TITLE | | | |
| | Program Technician | | | |
| | WORKING TITLE | | | |
| Anaheim Parole Unit | Program Technician | | | |
| | TIME BASE / TENURE | CBID | WWG | COI |
| | P/FT | R04 | 2 | Yes ☐ No ☒ |
| LOCATION | INCUMBENT | | EFFECTIVE DATE | |
| Orange County | | | | |

**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 Division of Adult Parole Operations is responsible for protecting the community by enabling parole agents to play an active role in the local community's public safety plans and supporting the supervised population in their effort to successfully reintegrate into the community. The Division offers a wide range of programs and services and utilizes evidence-based tools to effect long-term behavior change for supervised individuals to earn an opportunity to discharge. The goal is to maintain gains during their parole period that will extend to post supervision. Following their release from incarceration, the Division supervises the most serious and violent persons in the state. The diverse population includes but is not limited to supervised persons with gang affiliations, persons sentenced to a life term, persons with mental illness, persons required to register pursuant to Penal Code 290, and Armstrong class members.

**GENERAL STATEMENT**

Under the close supervision of the Parole Administrator I, Parole Agent III and/or Supervising Program Technician I, the Program Technician I performs the following 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. |
|---|---|
| 35% | **Administrative Support:**<br>Process Anti-Narcotic Testing (ANT) reports which includes copying and distributing all incoming results for the Agent of Record (AOR) and Unit Supervisor. Building field files for the Release Program Study (RPS), Oral RPS, Transfer Investigation Reports (TIR), and Interstate TIR. Closes Field files. This includes copying closing paperwork and mailing it to Parole Case Records, monitoring the case file in Strategic Offender Management System (SOMS) until closed is reflected. When the case shows closed in SOMS, close the file and retain it for one year by separating the field file and keeping only specific docs for logging. After one year, packing and mailing to Parole Case Records. Act as the Fund Custodian. The duties include typing cash assist checks and distributing bus passes and food vouchers. Order supplies, issue vouchers and bus passes, and track these transactions by entering them into the Parolee Automated Cash Assistance Tracking System (PACATS). Logs, tracks, and distributes Subpoenas and 602's to appropriate recipients. Run reports in the California Law Enforcement Telecommunications System (CLETS) for Parole Agents. Scans Documents into PVTS. Processes and delivers time sheets and mileage logs. Tracks and Orders all office supplies and equipment. Maintains and cleans mailroom and storage rooms. Performs other related duties and special assignments as requested. |
| 30% | **Data Entry:**<br>Accurately enters all information into the Strategic Offender Management System (SOMS) that include Release Program Study (RPS) Reports, Oral RPS's (preparoles that have an imminent release date that take precedence as soon as received in the field office). Transfer Investigation Reports (TIRs), Interstate TIRs, and Paper Commitments (Court Walkovers) which come from the courts and come with little information so they take more time to collect all information to enter and build the file. Check SOMS for matching info, Enter transfers into SOMS. |
| 25% | **Receptionist:**<br>Assists supervised persons and the public at the reception window, ensuring all clients are directed to the appropriate parole agent or Parole Outpatient Clinic staff, and ensures all supervised person's fill out the proper paper work needed. Answers all incoming telephone calls, screens and routes calls to appropriate staff. These duties are done all day every day while doing all other duties. |
| 5% | **Process incoming and outgoing mail:**<br>Incoming mail: date stamp and sort incoming mail. Distribute incoming mail to appropriate staff. Outgoing mail: Prepare, stamp and place outgoing mail into appropriate area for pick up by postal service. |
| 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. |

**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 |
|---|---|---|
| | | |