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
Calipatria State Prison	178-234-2952-00X			1 / D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Librarian, CF			
	WORKING TITLE			
Division of Adult Institutions / Education	Librarian, CF			
	TIME BASE / TENURE	CBID	WWG	COI
	PFT	R03	E	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
7018 Blair Road, Calipatria, CA 92233 (Imperial 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

Strive to enhance the safety and wellness of our staff, community and incarcerated persons for which we are responsible, while providing quality health care and meaningful rehabilitation.

GENERAL STATEMENT

Under the direction of the Supervisor of Academic Instruction (SAI) or Educational Administrator designee, the librarian will operate smaller or less complicated libraries and/or legal content access points within the institution. The librarian will perform difficult professional work in connection with selecting, cataloging, loaning, or the reference use of books and other library materials and media formats. The librarian will maintain order and supervise inmate patrons who are accessing the recreation library, and/or

legal content contained in either the print collection or the Law Library Electronic Delivery System (LLEDS). The librarian could direct a library technical assistant (LTA) and or inmate clerk assigned to assist them during all or a portion of their work shift depending on the institution's operational needs. The librarian will work professionally with all Department employees and incarcerated personnel. The librarian may be assigned to multiple work locations during the work week and/or workday according to the institution's need to provide inmate access to the library resources

% 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%	Directly oversees the safe and efficient operation of their specified library (ies) and provides incarcerated personnel access to the library content and materials. Assists incarcerated personnel as needed with appropriate resource information. Direct, and trains the LTA and or incarcerated personnel clerk. Maintains accurate documentation of incarcerated population library visitation times as required for various compliance measures.
25 %	Assists the Senior Librarian in the development and maintenance of the library collection. Provides professional recommendations for new and replacement material. Prepares and submits appropriate purchase request(s). Conducts research and or legal content "paging" requests as appropriate
15%	Answers inmate requests, grievances, form 22, appeals, etc. assigned by the Senior Librarian and/or supervisor.
10%	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. Attend training and/or staff meetings, In-Service Training - a combination of 40 hours of In-Service Training/On-the-Job training annually and document on the job training as necessary. Attend librarian training that may include traveling to other institutions and headquarters in Sacramento
5%)	Overseas and/or conducts inventory for the legal collection. Miscellaneous related 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.
- **Inmate Supervisory Responsibilities:** Provides direct supervision to incarcerated personnel in law library and provides sight supervision of all nearby incarcerated population.
- **Knowledge and Abilities:** Ability to: Apply professional knowledge to the practical problems of the job; establish and maintain cooperative relationships with library users, co-workers, supervisors, and others contacted during the course of work; analyze situations accurately and take effective action; speak and write effectively. Knowledge of: Principles, trends, and practices of professional library work; modern library methods, techniques, and terminology; standard reference materials, library tools, guides, and indexes; library purposes, trends, and organization.

- **Minimum Qualifications:**
  Education: Equivalent to graduation from college and completion of one additional year of graduate study in a library school accredited by the American Library Association. (Registration as a graduate student in a library school accredited by the American Library Association will admit applicants to the examination, but they must submit evidence of completion before they can be considered eligible for appointment.)
  Special Requirements: Persons appointed to positions in this class must exhibit maturity, good judgment, tact, pleasing personality, and neat personal appearance; sympathetic understanding of and willingness to work with the resident population of a State correctional facility.
  Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated population. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated personnel and/or the protection of personal and real property.
  Note: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

- **Language Skills/Mathematical Skills/Reasoning Ability:** Elementary knowledge of principles, trends, and practices of professional library work; modern library methods, techniques, and terminology; standard reference materials, library tools, guides, and indexes; library purposes, trends, and organization; bibliographical terminology; subject fields and California government, geography, and libraries.
  Possess ability to read, write, and speak English at a level required for successful job performance; learn readily, reason logically and accurately; apply good judgment in making decisions in accordance with laws, rules, regulations, procedures, and library policies; direct the work of ; establish and maintain cooperative relationships with library users, co-workers, supervisors, and others contacted during the course of work; analyze situations accurately and take effective action.
- **Other Skills, Abilities, Temperaments:** Must be willing to continue their educational development; work in a State correctional facility; maintain an empathetic and objective understanding of incarcerated personnel; demonstrate maturity, emotional stability, tact, patience, open-mindedness, and high standards of morals and speech. Must possess essential personal qualifications including integrity, initiative, dependability, good judgment, neat personal appearance, and the ability to work cooperatively with others. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated personnel and/or the protection of personal and real property.
- **Physical Demands**: The Librarian, CF are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees, or that of incarcerated personnel.

  - Amount of time of workday individuals will use for physical demands may be accounted for as:
  - Constantly: Involves 2/3 or more of workday
  - Frequently: Involves 1/3 to 2/3 of workday
  - Occasionally: Involves 1/3 or less of workday
  - N / A: Activity or condition is not applicable
- **Machines, Tools, Equipment, and Work Aids:** The individual will typically use: computers, computer printers, computer software, typewriters, keys and locks, whistles, instructional materials (e.g. books, paper, pencils, chalk), blackboards, whiteboards, televisions, video cassette recorders and players, opaque projectors, overhead projectors, office equipment, office furniture, tape players, telephones, security alarms, desks, tables, chairs, fire extinguishers, hand carts, language master machines, language card players, spirit duplicators, and shelving units.
- **Comments:** The individual will work a straight eight (8) hours from 0700 to 1500 hours, Monday through Friday. One or more inmate workers may be utilized in the performance of these duties; however, the employee must be able to meet the physical demands as described because inmate workers are not always available. Due to security requirements, incarcerated personnel are not permitted to work on the loading area below the dock. Also, inmate workers are not available during the periods of lockdown or times of institutional emergencies.

- Information for this document was obtained by reviewing the State Personnel Board job specification for this classification and by interview with the incumbent.
- **Sexual Harassment Policy:** Sexual Harassment is illegal. All staff is required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.6.
- **Code of Conduct:** As an employee of the California Department of Corrections and Rehabilitation, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated personnel and wards, families of incarcerated population and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.
  Incompatible Activities: Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

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