DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-151-1139-001
UNIT NAME AND CITY LOCATED Business Services Acquisitions Management Acquisitions Services – Elk Grove	CLASSIFICATION TITLE Office Technician (Typing) WORKING TITLE Office Technician (Typing)

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☒	2	R04	P	FT

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove, CA 95758
INCUMBENT (If known)	EFFECTIVE DATE

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:	

Under the general supervision of the Supervisor II, the Office Technician (OT) provides clerical support to the acquisitions program in the area of health care support acquisitions. The OT will support and promote a positive work environment and productive relationships with all staff and stakeholders of the California Correctional Health Care Services (CCHCS) in an ethical and professional manner. Incumbent must be able to travel to assigned institutions.

% 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. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS

40%	Assists with the preparation of acquisition documents. Serves as the initial point of contact for acquisitions. Regularly interact with the institutions, regional offices and headquarters via e-mail and telephone. Logs incoming acquisition requests to the tracking system. Creates files to provide for safekeeping of all acquisition documents.
20%	Utilizes the Systems, Applications and Products (SAP) to produce accurate vendor master data records and review acquisition requests. Gathers vendor data including, but not limited to, demographics, taxation and payment details; enters data into SAP using consistent format to ensure accuracy. Utilizes web-based Fi$CAL system for acquisition data entry. Utilizes Gimmal Contract Management for acquisition data entry, tracking, and reporting.
20%	Independently gathers information to type, edit, and finalize correspondence and a variety of reports which may contain graphs, charts and other statistical data. Use Microsoft Office software such as Word, Excel, Access and Outlook. Reviews documents prepared by staff for grammar, punctuation and format. Prepare documents for signature and review. Ensures that deadlines are met by maintaining an accurate, up-to-date tracking system for all assignments.
15%	Provides general support and performs other clerical duties as required, such as faxing, scanning, copying, general word processing and distributing mail. Maintains schedules for supervisory staff. Arranges and schedules staff meetings. Gathers and copies handouts for meetings. Attends meetings and takes meeting minutes. After meetings, types meeting minutes and distributes to attendees.
5%	Prepares and processes personnel documents including timekeeping, travel claims and attendance forms. Prepares travel arrangements for section staff.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Modern office methods, supplies and equipment; business English and correspondence; principles of effective training. *Ability to:* Perform difficult clerical work, including ability to spell correctly; use proper grammar; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance. Requires typing certificate demonstrating typing proficiency at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material. **DESIRABLE QUALIFICATIONS** Excellent verbal and written communication skills; proficiency in the Microsoft Office suite of software including Word, Excel, PowerPoint and Access; ability to prioritize work on multiple tasks and manage time; a willingness to learn new skills and the ability to quickly grasp new concepts; and flexibility and enthusiasm to assist with various administrative tasks. Work cooperatively with others, and maintain regular, consistent, and predictable attendance. **OTHER DOMAINS** **SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT** • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, inmates, or the public.

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.
- 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.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE