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
California Institution for Women	086-243-1139-001			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Office Technician (T)			
	WORKING TITLE			
Business Services	Office Technician – Warehouse			
	TIME BASE / TENURE	CBID	WWG	COI
	PFT	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Support Warehouse				

CDCR'S MISSION and VISION

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 TO DIVERSITY, EQUITY, AND INCLUSION

The CDCR and the CCHCS are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

DIVISION OVERVIEW

Under the administrative direction of the Chief Deputy Administrator, Correctional Administrator Business Services, (AWBS) is responsible to plan, organize, direct and coordinate business management for the institution which includes the following areas of responsibility: Fire Department and Hazardous Materials, Records, Plant Operations, Procurement, Warehouse, Clothing and Laundry, Property Controller, Food Services, Accounting and Trust, Personnel, Budgets, liaison for California Prison Industry Authority Operations and Information Technology.

GENERAL STATEMENT

Under the direction of the Warehouse Manager I/II, the Office Assistant/Technician duties include a variety of technical and analytical business service duties in a variety of functions to include institution purchasing and copier maintenance records. Also perform difficult clerical tasks; review and follow written procurement and warehousing procedures; evaluate situations accurately and take effective action; operate a computer and printer; prepare, review and type various reports and correspondence independently; handle calls and problems with vendors. Consistently exercise a high degree of initiative, independence and originality in performing assigned tasks.

% 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%	Enter Intra-Office Requisitions received from the Annex Warehouse, Clothing Room, Laundry and Support Warehouse for correctness and completeness enter all Intra-Office Requisitions into the Business Information System (BIS). Enter all receipts, invoices and monthly/weekly food, clothing, laundry, annex and support institutional issues into the (BIS). Maintain and track all security, tool control, fire drills and Clark Armstrong books for compliance.
20%	Accurately log orders and update vendor data in the computer. Contact vendor for correct address, federal identification number and terms. Monitor expiration dates of certificates and ensure that current certificates are on file. Define participation mandates to staff and vendors.
20%	Search for status of orders and provide copies to requestors. Reconcile pending orders with program staff requests. Follow-up on pending orders.
15%	Prepare memoranda, correspondence, and reports. Pick up and distribute mail daily. Maintain a tickler system for assignments and ensure that assignments are submitted on time. Set up blanket files and accurately file and log purchase orders. Assist the Warehouse Manager as requested. Provide back-up assistance to staff as needed.
10%	*You will serve as the backup for the Procurement Office Technician and other duties as required or assigned. You are required to complete 40 hours of IST/OJT training annually.* *Mon – Fri* *7:30 a.m. – 3:30 p.m.*

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, nonemployees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: 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

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California Institution for Women	086-261-1139-001			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Office Technician (Typing)			
	WORKING TITLE			
Custody Operations, Housing, and Program Services	Office Technician (Typing)			
	TIME BASE / TENURE	CBID	WWG	COI
	FT	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Community Resources				

CDCR'S MISSION, VISION and COMMITMENT

Mission
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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 Custody Operations, Housing, and Program Services division has 3 main departments. Custody Operations is responsible for institution security operations, including the Watch Commander and Watch Office, Personnel Assignments, Visiting operations, and other security measures. The Housing Department is responsible for all Incarcerated Person housing needs, to include feeding, some classification services, and Incarcerated Person discipline. Program Services is responsible for all Incarcerated Person programming activities in Education, California Correction Training and Rehabilitation Authority, and indirect supervision of the Integrated Substances Use Disorder Treatment and Family Services

GENERAL STATEMENT

Under the direct supervision of the Community Resources Manager (CRM), the Office Technician (T) performs duties for the maintenance of efficient flow of paperwork; collection, accounting, and tracking of documents; overseeing and assisting with CRM office operations and maintaining compliance with division responsibilities and procedures. The primary mission of the Community Resources Department is to provide rehabilitative opportunities to all inmates housed within any facility in the Institution in the form of self-help, religious, and community supported programs

% 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.
60%	Assist with the office operations for the CRM. Provide administrative support duties relative to Nursing Led Therapeutic Group (NLTG) programs. Enter program attendance data into the Strategic Offender Management System (SOMS), and develop tracking systems. Process and respond to CDCR 22 Inmate Request for Interview and CDCR 602 Grievances. Process CDCR 2016 Inmate Activity Group Program Requests, assign Incarcerated Person to programs, and maintain waiting lists. Maintain instructor and program contact data and training logs for the CRM. Prepare and track CDCR 2136 Inmate Activity Group Approval forms, ensure packages are completed correctly and on time. Print, distribute and collect daily NLTG SOMS program rosters. Assist with updating procedures for local NLTG Inmate Activity Group (IAG) program processes, and assist with managing logistics for related events or business meetings/visits within and outside of the Institution.
20%	Prepare NLTG IAG related memorandum, letters; proof read, format, and edit documents and training materials. Ensure documents are correct, complete, and copies are distributed appropriately. Coordinate with the Inmate Assignment Office to ensure correct NLTG program assignment data is entered in SOMS to include the designated NLTG location codes, follow-up with and track inmate assignment progress for NLTG programs.
10%	Screen daily flow of paperwork, communications with staff, internal and external stakeholders, and the public. Ensure adherence to policies, procedures, and the quality of correspondence. Compile and route timekeeping documents for staff that report to the CRM, process mail, distribute and collect various materials to and from inmates, maintain files and office operations. Prepare Approval to Hire packages for additional program staffing, schedule interviews to include reserving the interview room(s), assist when needed with processing paperwork for hires and separations. Record and type minutes for division meetings and related stakeholder program progress and quality management meetings. Prepare and process reports as required for CRM.
5%	Order and maintain supplies and materials inventory for the CRM office and NLTG IAG programs. Type Departmental Operations Manuel supplements and Operating Procedures as needed to improve NLTG local program operations. Oversee and submit quarterly fire drill reports and required Injury and Illness Prevention Program forms for relevant IAG program areas. Maintain accurate desk procedures for this position.
5%	Forward calls to appropriate staff and file documents. Perform other work related duties as required.

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SUPERVISOR'S NAME (Print)	**SUPERVISOR'S SIGNATURE**	**DATE**