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
California State Prison-Corcoran	084-210-1441-960			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Office Assistant (General)			
	WORKING TITLE			
California Department of Corrections and Rehabilitation Division of Adult Institutions Central Services	Office Assistant (General)- Fire Watch Personnel			
	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	R04	2	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
4001 King Ave., Corcoran, CA 93212				

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 Custody Captain, the Office Assistant classification 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 Custody Captain, the Office Assistant classification 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.
25%	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.

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

- 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