CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
High Desert State Prison	934-216-6474-006			1 / D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Carpenter II, CF			
	WORKING TITLE			
Business Services Division	Carpenter II, CF			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R12	2	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Plant Operations/Complex I				

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

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 general supervision of the Business Services Division.

GENERAL STATEMENT

Under the direction of the Supervisor of Building Trades, CF, Complex I Carpenter II, CF is responsible for performing preventative maintenance and miscellaneous work in the maintenance, alteration, and repair of buildings and building systems primarily on Complex I, but as a secondary responsibility throughout the institution as well. These areas of responsibility include, but are not limited to, Facility "A & B" Housing Units, Facility "A & B" Program Building, Gyms, Dining and Satellite Kitchens, Kitchen and Laundry Facility, "A & B" Vocational Yards, Central Operations/Control Building, Family Visiting Units 1-10, Receiving and Release Building and the Re-entry Hub.

Under the supervision of the Supervisor of Building Trades, CF and the lead direction of the Carpenter III, CF, the Complex I Carpenter II, CF performs skilled Carpentry work for High Desert State Prison. Performs glass replacement and glazing duties. Works with skilled and unskilled incarcerated individuals in maintaining prison structures and furnishings in good, safe, and presentable working order and does necessary construction work. Draws working sketches and prepares cost estimates of building materials and equipment for new structures and repair work. Performs other related duties as required. Maintains order and supervises the conduct of incarcerated individuals assigned. Trains and instructs incarcerated individuals in their work assignments. Submits periodic written appraisals of their conduct and productivity. Prevents escapes and injury to themselves or to property. Maintains security, inspects premises, and searches incarcerated individuals for contraband such as weapons or illegal drugs. Participates in and utilizes all trainings and Personal Protective Equipment required for the execution of their duties and employment at High Desert State Prison. Monitors assignments as presented in the Plant Operations digitized work order platform, reports/enters usage of assigned shift time and work task completion data in required timelines.

% 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%	Directs and works with skilled and unskilled incarcerated individuals Carpenters in the installation and repair of structures, fences, ceilings, floors, tile, concrete, cabinets, doors, and furniture and other maintenance and construction projects.
35%	Prepares purchase requests, receives supplies, maintains inventories and records, maintains tool and material security control programs.
25%	Draws working sketches and prepares cost estimates. Prepares incarcerated individual work reports. Maintains time keeping records. Searches incarcerated individuals and work sites for contraband. Maintains incarcerated individual accountability. Maintains security programs, prevents escapes, provides safety training, and enforces safety regulations. Prepares incarcerated individual work reports. Maintains time keeping records. Searches incarcerated individuals and work sites for contraband. Maintains incarcerated individual accountability. Maintains security programs, prevents escapes, provides safety training, and enforces safety regulations.
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 prison incarcerated individuals, visitors, nonemployees, 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