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
Salinas Valley State Prison	936-234-1139-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Office Technician (T)			
	WORKING TITLE			
Education Department	Office Technician (T)			
	TIME BASE / TENURE	CBID	WWG	COI
	PFT	R04	2	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Soledad, CA				

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

Education Department Administrative Functions.

GENERAL STATEMENT

Under the supervision of the Supervisor of Correctional Education Programs, the Office Technician (T) will perform the following duties:

% 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%	Primary duties include providing office clerical support duties to the Education Department and its staff. The OT will prepare/type, edit and proofread reports, communications, travel requests/claims, special projects, and other CDCR forms as directed. Train and supervise (2) inmate clerks; responsible for inmate time cards, worker valuations and performance reports; delegates and distributes work as deemed necessary. Train and supervise (1) inmate porter; responsible for inmate' time cards, work evaluations and performance reports; delegates and distributes work as deemed necessary for the sanitation of the work area. Answer office telephones, route/transfer incoming calls, take messages and courteously handle inquiries and guests. Type correspondence, reports, and documents for signature by the Principal, prepare route and signature sheets for administrative approval as required and delivery or route to the proper departments. Make photocopies of documents and distribute as directed. Call for copier repairs as required and track to ensure timely repairs. Update office binders; DOM, OP's Administrative Bulletins, etc. Confidential material: Type annual and probationary performance reports as directed. Maintain employee supervisory files, update emergency information, and maintain an up to date rainbow sheet and other paperwork that is placed into these files. Maintain confidentiality of all confidential information. Daily: Prepare and handle daily sign in sheets. Process all incoming and outgoing mail. Paperwork should be correctly filed on a daily basis so that files are maintained in an efficient manner. Work with the SCEP/Principal to ensure proper consolidation and organization of Education Office files to ensure efficient filing and recovery of documents.
35%	Log and Track: Receive, log and track Inmate Appeals and/or Warden Assignments. All new appeals will be presented to the SCEP/Principal or designee for assignment to the appropriate staff member. The OT will log the appeal out and ensure timely delivery to the assigned staff. One reminder should be given to the staff member prior to the appeal TIC date if appeal has not yet been completed and turned in to the office. Completed appeals are to be routed to the Principal for approval and signature. Once signed, appeal will be duplicated and logged as completed and immediately delivered to the initiating source (AW, Appeals and Warden). It is incumbent upon the OT to track all timelines and keep the SCEP/Principal appraised of delays or other problems so that all time lines are met. Budget: Prepare, update and track the Education Department budgets. Provide updates to the SCEP/Principal, when budget numbers change, or upon request. Prepare purchase orders as directed, and maintain copies of all education purchase orders. All purchase orders are to be logged and tracked, and copies filed. Prepare all assigned monthly, quarterly, or annual education date forms or reports and ensure they are routed for signatures and faxed or mailed to the requesting party as directed. (copies maintained and filed). Maintain hazardous material inventory.
15%	Prepare/distribute supply order forms for office supplies and maintain office equipment. Respond to appropriate requests from institution entities for information regarding copier counts, servicing of equipment, etc. Maintain officer area in a neat and orderly manner to enhance efficiency. Maintain calendar of Education Department/SVSP events.
15%	Check fax machine, keep filled with paper, receive and send fax documents as required. Fill photocopier with paper. Turn off copier and lights when leaving if others are not staying later. Other duties as required

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