

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

| | | | | |
|--|---|--|-------------|----------------|
| CDCR INSTITUTION OR HEADQUARTERS PROGRAM Chuckawalla Valley State Prison | | POSITION NUMBER (Agency-Unit-Class-Serial) 028-231-1139-XXX | | MCR / HCR 1 |
| DIVISION / UNIT Division of Adult Institutions- Education | | CLASSIFICATION TITLE Office Technician (T) | | |
| | | WORKING TITLE Office Technician (T) - Education | | |
| | | TIME BASE / TENURE LT- Full time | CBID R04 | WWG 2 |
| LOCATION Blythe, CA | | INCUMBENT | | EFFECTIVE DATE |
| CDCR'S MISSION and VISION | | | | |
| <p>Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> | | | | |
| COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION | | | | |
| The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments. | | | | |
| GENERAL STATEMENT | | | | |
| BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS | | | | |
| Under the direct supervision of the Supervisor of Correctional Education Programs, this position is responsible for various aspects of clerical duties involving the Education Department - including but not limited to, written correspondence, verbal communication, scheduling and ordering. | | | | |
| % 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. | | | |
| 45% | Transcribes data involving administrative matters from the Supervisor of Correctional Education (Division Head) relative to academic, vocational and college programs as well as developing correspondence including but not limited to requesting inmate education transcripts and preparing them for distribution. Maintains audit system to insure the timely receipt of reports, guarantee policy adherence and correct format usage. Is responsible for maintenance of administrative files, attends training classes and conferences as scheduled, make copies of appropriate data, establish and retain communication lines between supervisor and subordinates. | | | |
| 30% | Scans into Electronic Records Management System (ERMS) and develop case notes in Strategic Offender Management System (SOMS) high school transcripts, General Education Development (GED), High School Equivalency Test (HiSET) scores and college information received by Education. | | | |
| 10% | Screens calls from staff and the public; acts as a resource person; channels calls to appropriate staff; and follows through on specific inquiries, both verbal and written. | | | |

Supervises and directs inmate workers under his/her supervision. Documents timekeeping in SOMS and follows institutional procedures during emergency counts. Ensures all inmates under his/her supervision are released back to dorms immediately when emergency count is called. Remains available at work site location to respond to any questions regarding inmates under his/her supervision to ensure accurate counting of all inmates.

Transcribes minutes of monthly staff meetings and/ or trainings.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

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.*

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|---------------------------|------------------------|------|
| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
|---------------------------|------------------------|------|