

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-232-2677-001		MCR / HCR 1
DIVISION / UNIT Education Departments		CLASSIFICATION TITLE Vocational Instructor – Welding, CF		
		WORKING TITLE Vocational Instructor – Welding, CF		
		TIME BASE / TENURE R03	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 8/1/2024	INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

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.

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 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.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Persons in these specialty classes help persons committed to State correctional facilities in the Department of Corrections and Rehabilitation prepare to become productive and contributing members of society by training them in the trade and vocational skills necessary to gain employment and by helping them to develop socially acceptable attitudes and interests. The instructors give both individual and group instruction and, in many instances, participate as members of an interdisciplinary treatment team. The instructors have responsibility for supervising the conduct of the students while in the classroom or shop and may be called upon to assume general custody responsibilities in time of emergency.

The using Department has differing programs and, therefore, place emphasis on differing duties but, in general, they stipulate that the instructor play an important role in the total rehabilitation process, as well as in teaching the skills which will train the individual for occupational opportunities in the specialty field. Instructor's tasks include: planning, assigning, and supervising work; maintaining control and discipline in the classroom or shop; controlling all materials and equipment which may be used as potential weapons; preparing courses of study and daily lesson plans; counseling students as to progress in the instructional program and working with them in helping them set and meet educational vocational rehabilitative needs and goals; participating in program evaluation; participating in Trade Advisory Committee meetings; preventing escapes and injury by students to themselves or others or to property; inspecting premises and searching students for contraband, such as weapons or illegal drugs; and performing other related duties. They may be assigned as relief instructors, on a full-time basis, in specialties other than those for which they were hired. In addition, they may work with treatment teams which combine the services of personnel in the custody, academic, vocational, psychiatric, and casework areas. The instructor has an important role of providing information of an educational nature which can help other members of the team to better determine each student's treatment needs. The instructor has responsibility, once a plan is developed, for providing through their classroom curriculum program, the types of experience which is compatible with this plan.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Supervisor of Vocational Instruction, the Vocational Instructor, Welding, trains incarcerated individuals in trade and vocational skills necessary to gain employment and develop socially acceptable attitudes and

030-232-2677-001

interests.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING (other duties may be assigned):

% 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%	This block of time is used to train incarcerated worker students in the Welding shop setting. The curriculum includes related training in survival skills, basic and advanced welding skills, practices and ethics, design and construction theory, math and safety. Students are instructed in the welding and braising of all ferrous and non-ferrous metals to include mig, tig and stick. Training will include directed skill development, hand and power tool use, safety and material usage. Students will progress from basic theory and hand tool usage to more complex welding and fabrication skills. This progression will involve the demonstration of skills and abilities through manipulative and application testing. Manipulative and related classroom training is divided 80% - 20%. Instructor plans and prepares educational materials for classroom and shop. Safety instruction will be emphasized in both related and manipulative training.
20%	Maintains control and discipline in the shop/classroom. Controls storage, accountability of tools and materials as required. Conducts searches of class area for contraband and weapons.
20%	Develops and prepares curriculum outline and daily lesson plans as well as other related education materials as required. Attends Staff Training/In-Service Training classes and maintains a current working knowledge of Institution/Education Orders, Policies and Procedures including Administrative Bulletins.
10%	Counsels incarcerated worker students regarding progress and performance. Prepares student progress reports, class reports, and other reports as necessary or required. Prepares material and supply estimates as well as requisitions.
10%	Ensure the safety of students, staff and state property. Maintain student progress records, keep accurate student timecards, and take disciplinary action when appropriate. Maintain an active Trade Advisory Committee or joint Apprenticeship Advisory Committee.
05%	Attend all education staff meetings, mandatory IST classes and scheduled staff development training. Staff is expected to follow the chain of command. Notify your immediate supervisor, before the start of your work shift, if you are ill or an emergency arises.
SAFETY:	
Maintain safety consciousness and awareness with special attention to factors such as:	
<ol style="list-style-type: none"> 1. Phone numbers to dial in emergency situations. 2. Alternate measures of summoning aid when the phone is not available. 3. Location of the nearest fire extinguisher at locations where you spend most of your workday. 4. The need to correct or report any safety hazards that you observe. Use common sense in resolving safety problems. 5. Knowledge of location of nearest breakaway gurney. <ul style="list-style-type: none"> • All Education Staff, upon the arrival of incarcerated individuals to their respective assigned work areas, must conduct a count of the incarcerated individuals present. Educational Staff must contact work change/educational officer, within 15 minutes of said count, to report any incarcerated individual's failure to report to work. Throughout the day, all staff will conduct random counts in order to monitor and account for incarcerated individuals assigned to them. • All staff must conduct daily inspections of any and all locking devices readily accessible to incarcerated individuals. Thorough random security inspections of incarcerated individuals work areas for potential escape material and contraband must be conducted and logged in class logbook on a daily basis. • Staff must implement and maintain a viable incarcerated individuals chat exchange system for the purpose of drawing tools. Staff must inventory and maintain a master tool inventory list on a daily 	

030-232-2677-001

basis.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None.

INCARCERATED PEO SUPERVISORY RESPONSIBILITIES: Responsible for supervising incarcerated individual conduct, overseeing tool and equipment usage, maintaining timecards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed. Responsible for controlling contraband in the area and observing to prevent escapes or injury.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GENERAL MINIMUM QUALIFICATIONS / CERTIFICATES: The following background is required for all instructor classes described in this specification. 1.) Experience: Five years of journey person work experience in the appropriate subject specialty. At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential. (48 semester units of postsecondary vocational training, related to the subject named on the credential and verified by official transcript, may be substituted for a maximum of two of the five years of experience.) (Persons applying under this pattern may also use accumulated part-time work to meet the five-year requirement). (Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in the appropriate subject specialty may be substituted for the required experience.) and 2.) Education: Graduation from high school or its equivalent. and 3.) Credential: Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in the appropriate subject specialty. (Applicants who do not possess this credential may take the examination but must have on file with the Commission on Teacher Credentialing an application for the appropriate credential before appointment and must secure the credential within 120 working days after appointment.

ADDITIONAL REQUIREMENTS: A. Applicants for the following classes must possess the license or special background indicated in addition to meeting the General Minimum Qualifications pattern listed: Maintaining a valid and current credential is a condition of employment. Pursuant to the provisions of Government Code 19585, the credential is the responsibility of the holder and must be maintained by completion of any California Commission on Teacher Credentialing (CTC) requirements. If a teacher, instructor or education supervisor fails to maintain a valid credential, the teacher, instructor or education supervisor has failed to meet the minimum requirements of the position.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; to write reports and to speak effectively before groups; to teach vocational literacy to students.

MATHEMATICAL SKILLS: Ability to take inventory counts, estimate repair costs, and ability to add, subtract, multiply and divide as necessary.

REASONING ABILITY: Ability to solve practical problems and interpret a variety of instructions furnished in written, oral diagram, or schedule form; to maintain fair and firm discipline; analyze situations accurately and take effective action; and keep records and prepare reports.

030-232-2677-001

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Welding.

OTHER SKILLS, AND ABILITIES: Ability to perform the duties of a journey person in Vocational Welding. Ability to provide leadership and motivation to incarcerated individuals; teach and supervise incarcerated individuals; work effectively with other disciplines; and maintain regular attendance and be punctual.

OTHER QUALIFICATIONS: Knowledge of the methods, materials, tools, machines, equipment, and safety principles involved in Vocational Welding. Must be willing to learn principles, methods, practices and current developments and trends in vocational education.

SPECIAL REQUIREMENTS: Willing to continue their educational development; work in a State correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of incarcerated individuals; maintain high standards of morals and speech; tact; patience; and emotional stability.

SPECIAL PHYSICAL CHARACTERISTICS: Instructors appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of fellow employees or that of incarcerated individuals.

OTHER QUALIFICATIONS/REQUIREMENTS: Duties may include sole responsibility for the supervision of incarcerated individuals and/or the protection of personal and real property.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of workday.

Frequently: Involves 1/3 to 2/3 of workday.

Occasionally: Involves 1/3 or less of workday.

N/A: Activity or condition is not applicable.

Standing: Frequently the individual will stand to teach, demonstrate, operate vocational equipment, photocopy, or observe incarcerated individuals and complete custody functions as necessary.

Walking: Frequently the individual will walk to move within the institution and work site, observe and supervise incarcerated individuals, move vocational materials or vocational equipment, and assist in safety or custody concerns.

Sitting: Occasionally the individual will sit to teach students, attend meetings, operate a computer or typewriter, operate vocational equipment, use a telephone, attend off-site conferences, and complete vocational education records and documents.

Lifting: Frequently, the individual will lift vocational materials and supplies, documents and records, and vocational equipment.

Carrying: Occasionally, the individual will carry vocational materials and supplies, documents and records, and vocational equipment.

Bending/Stooping: Occasionally, the individual will stoop and/or bend to talk with incarcerated individuals, search for contraband, or move vocational materials or vocational equipment.

Reaching in Front of Body: Frequently the individual will reach with hands and arms to handle educational materials and vocational equipment, search for contraband, drive a vehicle, and process records and documents.

030-232-2677-001

Reaching Overhead: Occasionally the individual will reach overhead with hands and arms to handle education materials and vocational equipment, search for contraband, process records, documents and demonstrate.

Climbing: Occasionally the individual will climb up stairs, ladders, or inclines.

Balancing: Occasionally the individual will balance when climbing a ladder.

Pushing/Pulling: Frequently, the individual will push and pull vocational equipment, file drawers, desk drawers, and vocational materials and supplies.

Kneeling/Crouching: Occasionally the individual will kneel/crouch to observe incarcerated individuals, obtain educational materials, and search for contraband.

Crawling: N/A

Fine Finger Dexterity: Frequently the individual will use hands to finger, handle, and feel vocational materials, records and documents, computers, computer disks, keyboards, typewriters, and vocational equipment.

Hand/Wrist Movement: Constantly the individual will use hand and wrist movement to operate computers, write, move vocational documents, operate vocational equipment, use records and distribute vocational materials.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally the individual will drive cars, trucks, or other moving equipment to move educational materials, supplies, or vocational equipment.

Hearing/Speech: Constantly the individual will use hearing in dealing with incarcerated individuals, custody staff, vocational equipment and supervisors.

Sight: NEAR - Constantly the individual will see records and documents, student files, computer keyboard and monitor, vocational equipment, and vocational materials. FAR - Constantly the individual will see the classroom and its inanimate contents, incarcerated individuals, educational materials and vocational equipment, and sight supervise all nearby incarcerated individuals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly: Involves 2/3 or more of workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Fumes or Dust: Occasionally - the individual is exposed to fumes or airborne particles at their work sites and when construction/repair is being affected.

Temperature Extremes: Constantly - the individual will be exposed to outdoor weather conditions.

Architectural Barriers: N/A

Working Surfaces: Constantly - the individual will be exposed to surfaces like concrete inclines, asphalt incline, grass or uneven ground.

Risks of Electrical Shock: Occasionally - the individual is exposed to risk of electrical shock from electrical equipment, vocational equipment, vocational tools, or extension cords.

Toxic or Caustic Chemicals: Occasionally - the individual is exposed to toxic or caustic chemicals used for cleaning within the institution.

Noise or Vibration: Occasionally - the individual is exposed to moderate vocational equipment and background noise. Occasionally, the individual is exposed to vibration due to drills.

Work in High, Precarious Places: N/A

Bloodborne Pathogens: Occasionally - the individual will be exposed to Bloodborne pathogens when a fight between incarcerated individuals occurs or when an incarcerated individual is cut or injured.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS: The individual will typically use: vocational equipment, vocational tools, computers, computer printers, computer software, typewriters, keys and locks, whistles, instructional materials (e.g. books, paper, pencils, chalk), blackboards, whiteboards, televisions, video cassette

030-232-2677-001

recorders and players, opaque projectors, overhead projectors, office equipment, office furniture, tape players, telephones, security alarms, desks, tables, chairs, fire extinguishers, hand carts, language master machines, spirit duplicators, and shelving units.

COMMENTS: The individual will work a straight eight (8) hours from 0630 to 1500 hours, Monday through Friday. One or more incarcerated workers may be utilized in the performance of the physical demands of the position; however, the employee must be able to meet the physical demands as described because incarcerated workers are not always available. Due to security requirements, incarcerated individuals are not permitted to work on the loading area below the dock. Also, incarcerated workers are not available during the periods of lockdown or times of institutional emergencies. Information for this document was obtained by reviewing the State Personnel Board specification for this classification and by interview with the incumbent.

EMPLOYEE'S COMMENTS:

GENERAL POST ORDER/DUTY STATEMENT ADDENDUM

Reasonable Modification/Accommodation: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities for incarcerated individuals with disabilities. Under the Americans with Disabilities Act (ADA), incarcerated individuals with disabilities have a right to request reasonable modification or accommodation to access programs, services, and activities of the Department. The ARP provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest,
2. Undue Burden and Fundamental Alteration,
3. Direct Threat,
4. Equally Effective Means;

These defenses are derived from the ADA and from the 1987 United States Supreme Court decision in *Turner v. Safley*. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law and federal court order.

Equally Effective Communication: The ARP and the American with Disabilities Act (ADA) require public agencies to ensure equally effective communication with incarcerated individuals, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated individuals who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Incarcerated individuals with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that DAI staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee

030-232-2677-001

hearings etc; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the incarcerated individual understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the incarcerated individual to explain what was communicated in his or her own words.

Tracking: The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking incarcerated individuals with disabilities based upon the CDCR Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the *Armstrong Clark* Tracking System (ACTS) and requires all institutions to use this system for tracking all incarcerated individuals with DPP and DDP codes. The ACTS was designed to work in conjunction with the CDCR 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. C&PRs and RC CC-IIIs are required to distribute updated ACTS housing rosters to division heads bi-weekly and division heads are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify incarcerated individuals with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for as sign language interpreter.

Incarcerated individuals with Housing Restrictions: The ARP requires doctors to generate chronos with physical limitations for incarcerated individuals verified with certain CDCR 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure incarcerated individuals are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for incarcerated individual's housing. If the incarcerated individual has a DPP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the incarcerated individuals expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where incarcerated individuals are not housed consistent with documented housing restrictions.

Prescribed Health Care Appliances: ARP IV.F.3 provides that incarcerated individuals shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an incarcerated individual misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.

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
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SUPERVISOR'S STATEMENT:

030-232-2677-001

- *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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030-232-2677-002

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REASONING ABILITY: Ability to solve practical problems and interpret a variety of instructions furnished in written, oral diagram, or schedule form; to maintain fair and firm discipline; analyze situations accurately and take effective action; and keep records and prepare reports.

030-232-2677-002

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Welding.

OTHER SKILLS, AND ABILITIES: Ability to perform the duties of a journeyman in Vocational Welding. Ability to provide leadership and motivation to incarcerated individuals; teach and supervise incarcerated individuals; work effectively with other disciplines; and maintain regular attendance and be punctual.

OTHER QUALIFICATIONS: Knowledge of the methods, materials, tools, machines, equipment, and safety principles involved in Vocational Welding. Must be willing to learn principles, methods, practices and current developments and trends in vocational education.

SPECIAL REQUIREMENTS: Willing to continue their educational development; work in a State correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of incarcerated individuals; maintain high standards of morals and speech; tact; patience; and emotional stability.

SPECIAL PHYSICAL CHARACTERISTICS: Instructors appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of fellow employees or that of incarcerated individuals.

OTHER QUALIFICATIONS/REQUIREMENTS: Duties may include sole responsibility for the supervision of incarcerated individuals and/or the protection of personal and real property.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of workday.

Frequently: Involves 1/3 to 2/3 of workday.

Occasionally: Involves 1/3 or less of workday.

N/A: Activity or condition is not applicable.

Standing: Frequently the individual will stand to teach, demonstrate, operate vocational equipment, photocopy, or observe incarcerated individuals and complete custody functions as necessary.

Walking: Frequently the individual will walk to move within the institution and work site, observe and supervise incarcerated individuals, move vocational materials or vocational equipment, and assist in safety or custody concerns.

Sitting: Occasionally the individual will sit to teach students, attend meetings, operate a computer or typewriter, operate vocational equipment, use a telephone, attend off-site conferences, and complete vocational education records and documents.

Lifting: Frequently, the individual will lift vocational materials and supplies, documents and records, and vocational equipment.

Carrying: Occasionally, the individual will carry vocational materials and supplies, documents and records, and vocational equipment.

Bending/Stooping: Occasionally, the individual will stoop and/or bend to talk with incarcerated individuals, search for contraband, or move vocational materials or vocational equipment.

Reaching in Front of Body: Frequently the individual will reach with hands and arms to handle educational materials and vocational equipment, search for contraband, drive a vehicle, and process records and documents.

030-232-2677-002

Reaching Overhead: Occasionally the individual will reach overhead with hands and arms to handle education materials and vocational equipment, search for contraband, process records, documents and demonstrate.

Climbing: Occasionally the individual will climb up stairs, ladders, or inclines.

Balancing: Occasionally the individual will balance when climbing a ladder.

Pushing/Pulling: Frequently, the individual will push and pull vocational equipment, file drawers, desk drawers, and vocational materials and supplies.

Kneeling/Crouching: Occasionally the individual will kneel/crouch to observe incarcerated individuals, obtain educational materials, and search for contraband.

Crawling: N/A

Fine Finger Dexterity: Frequently the individual will use hands to finger, handle, and feel vocational materials, records and documents, computers, computer disks, keyboards, typewriters, and vocational equipment.

Hand/Wrist Movement: Constantly the individual will use hand and wrist movement to operate computers, write, move vocational documents, operate vocational equipment, use records and distribute vocational materials.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally the individual will drive cars, trucks, or other moving equipment to move educational materials, supplies, or vocational equipment.

Hearing/Speech: Constantly the individual will use hearing in dealing with incarcerated individuals, custody staff, vocational equipment and supervisors.

Sight: NEAR - Constantly the individual will see records and documents, student files, computer keyboard and monitor, vocational equipment, and vocational materials. FAR - Constantly the individual will see the classroom and its inanimate contents, incarcerated individuals, educational materials and vocational equipment, and sight supervise all nearby incarcerated individuals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly: Involves 2/3 or more of workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Fumes or Dust: Occasionally - the individual is exposed to fumes or airborne particles at their work sites and when construction/repair is being affected.

Temperature Extremes: Constantly - the individual will be exposed to outdoor weather conditions.

Architectural Barriers: N/A

Working Surfaces: Constantly - the individual will be exposed to surfaces like concrete inclines, asphalt incline, grass or uneven ground.

Risks of Electrical Shock: Occasionally - the individual is exposed to risk of electrical shock from electrical equipment, vocational equipment, vocational tools, or extension cords.

Toxic or Caustic Chemicals: Occasionally - the individual is exposed to toxic or caustic chemicals used for cleaning within the institution.

Noise or Vibration: Occasionally - the individual is exposed to moderate vocational equipment and background noise. Occasionally, the individual is exposed to vibration due to drills.

Work in High, Precarious Places: N/A

Bloodborne Pathogens: Occasionally - the individual will be exposed to Bloodborne pathogens when a fight between incarcerated individuals occurs or when an incarcerated individual is cut or injured.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS: The individual will typically use: vocational equipment, vocational tools, computers, computer printers, computer software, typewriters, keys and locks, whistles, instructional materials (e.g. books, paper, pencils, chalk), blackboards, whiteboards, televisions, video cassette

030-232-2677-002

recorders and players, opaque projectors, overhead projectors, office equipment, office furniture, tape players, telephones, security alarms, desks, tables, chairs, fire extinguishers, hand carts, language master machines, spirit duplicators, and shelving units.

COMMENTS: The individual will work a straight eight (8) hours from 0630 to 1500 hours, Monday through Friday. One or more incarcerated workers may be utilized in the performance of the physical demands of the position; however, the employee must be able to meet the physical demands as described because incarcerated workers are not always available. Due to security requirements, incarcerated individuals are not permitted to work on the loading area below the dock. Also, incarcerated workers are not available during the periods of lockdown or times of institutional emergencies. Information for this document was obtained by reviewing the State Personnel Board specification for this classification and by interview with the incumbent.

EMPLOYEE'S COMMENTS:

GENERAL POST ORDER/DUTY STATEMENT ADDENDUM

Reasonable Modification/Accommodation: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities for incarcerated individuals with disabilities. Under the Americans with Disabilities Act (ADA), incarcerated individuals with disabilities have a right to request reasonable modification or accommodation to access programs, services, and activities of the Department. The ARP provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest,
2. Undue Burden and Fundamental Alteration,
3. Direct Threat,
4. Equally Effective Means;

These defenses are derived from the ADA and from the 1987 United States Supreme Court decision in *Turner v. Safley*. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law and federal court order.

Equally Effective Communication: The ARP and the American with Disabilities Act (ADA) require public agencies to ensure equally effective communication with incarcerated individuals, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated individuals who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Incarcerated individuals with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that DAI staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee

030-232-2677-002

hearings etc; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the incarcerated individual understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the incarcerated individual to explain what was communicated in his or her own words.

Tracking: The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking incarcerated individuals with disabilities based upon the CDCR Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the *Armstrong Clark* Tracking System (ACTS) and requires all institutions to use this system for tracking all incarcerated individuals with DPP and DDP codes. The ACTS was designed to work in conjunction with the CDCR 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. C&PRs and RC CC-IIIs are required to distribute updated ACTS housing rosters to division heads bi-weekly and division heads are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify incarcerated individuals with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for as sign language interpreter.

Incarcerated individuals with Housing Restrictions: The ARP requires doctors to generate chronos with physical limitations for incarcerated individuals verified with certain CDCR 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure incarcerated individuals are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for incarcerated individual's housing. If the incarcerated individual has a DPP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the incarcerated individuals expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where incarcerated individuals are not housed consistent with documented housing restrictions.

Prescribed Health Care Appliances: ARP IV.F.3 provides that incarcerated individuals shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an incarcerated individual misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.

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
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SUPERVISOR'S STATEMENT:

030-232-2677-002

- *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