

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) 030-234-2952 001		MCR / HCR 1
DIVISION / UNIT Operations Education Department		CLASSIFICATION TITLE Librarian, CF		
		WORKING TITLE Librarian, CF		
		TIME BASE / TENURE R03	CBID E	WWG E
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

GENERAL STATEMENT

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

Under the supervision of the Supervisor of Correctional Education Programs or Administrator Designee and under the functional direction of the Senior Librarian, the Librarian will perform a variety of professional library tasks. The Librarian will also operate satellite libraries and assist in the operation of the Central Library as needed.

% 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%	Operates the Central and Satellite libraries as scheduled or as the need arises. Supervises incarcerated workers assigned in these libraries. Provides reference service to library patrons.
20%	Record keeping duties- time cards, disciplinary reports, incarcerated worker evaluations. Maintains worker attendance: In the event that an incarcerated worker under his/her supervision fails to report to his assignment within 10-15 minutes, contacts the respective Housing Unit Officer to determine the whereabouts of the incarcerated worker.
20%	Assists in book circulation, book acquisitions, book cataloging, book inventory, and library automation in Ad Seg, the MSF, Central, and Satellite libraries.
05%	When appropriate, operates the Administrative Segregation Law Library. Distributes general reading materials to Ad Seg incarcerated population as available. Supervises users of library services.
05%	When appropriate, operates the library in the MSF. Provides services for incarcerated individuals requiring access to law or recreational reading materials.
05%	Performs other duties as assigned within the scope of the operations at Richard J. Donovan Correctional Facility. Assists Senior Librarian and reports to the appropriate Education Department Supervisor(s) as directed.

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05%	Contraband: Maintains constant vigilance and conducts random and unscheduled inspections of incarcerated individual's work areas for potential escape material and contraband.
05%	Maintains the interlibrary loan records through both manual and computerized files.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated population, 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 time line 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:

- *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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RICHARD J. DONOVAN CORRECTIONAL FACILITY

EDUCATIONAL JOB ANALYSIS

POSITION:

Librarian – 030-234-2952-001