

CENTINELA STATE PRISON
JOB DESCRIPTION/ESSENTIAL FUNCTIONS

Job Title: Office Technician (Typing)
Division: Administration
Department: Wardens Office
Reports To: Chief Deputy Warden

SUMMARY:

Under the general direction of the Chief Deputy Warden, the Office Technician performs detailed assignments with a high degree of initiative, independence, and originality in performing assigned tasks. Relieves the Chief Deputy Warden of routine office details; maintains confidential and administrative files; attends meetings and conferences; takes and/or summarizes notes into minutes and subsequently makes distribution as necessary; arranges correspondence for reply in order of priority with appropriate background material attached for reference. Screens all incoming correspondence and assigns to the appropriate division head for reply, ensuring adequate follow-up, and that deadlines are met. Provides clerical support in the absence of the Warden's secretary. Supervise two (2) inmate porters. **To meet the criteria for monthly Inmate Pay, you must supervise a minimum of 2 inmate workers, who substantially replace civil service employees for a combined total of at least 120 hours per month. In addition, you must attach a letter to your monthly CDCR 998-A, Employee Attendance Record certified by your supervisor that the criteria to receive Inmate Pay was met allowing the Personnel Office to proceed with monthly Inmate Pay. CDCR 998-A's submitted without the required certification will be sufficient cause to discontinue the monthly Inmate Pay incentive. Employees receiving Inmate Pay are responsible for retention of inmate timesheets at each worksite. When inmates are unassigned, it is your responsibility to contact the Inmate Assignments Office to have inmates assigned to meet the above criteria. If the criteria is not met, you are not entitled to receive Inmate Pay and you must notify the Personnel Office immediately. In order to reinstate the Inmate Pay, you must notify the Personnel Office as soon as the criteria is met.**

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

- 30% Types and reviews material from a variety of sensitive reports and correspondence directed to control agencies, departmental personnel and private individuals involved in the planning and continuing operation of the institution.
- 25% Maintains office filing systems; screens intra-departmental correspondence directed to the Chief Deputy Warden and determines routing of said correspondence. Initiates and/or composes correspondence/data for the Chief Deputy Warden's signature. Maintains logs, calendar and TIC system to ensure timely response of incoming requests.
- 25% Maintains the Chief Deputy Warden's appointment schedule, makes necessary preparation for meetings and conferences. Arranges the Chief Deputy Warden's travel and itinerary plans. Schedules interviews and prepares appointment documents as required. Provides clerical support in the absence of the Warden's secretary.
- 15% Screens telephone calls for the Executive Staff referring calls to appropriate areas or researching requested information and returning calls.
- 05% Supervise and complete all necessary paperwork for two inmate porters.

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

SUPERVISORY RESPONSIBILITIES: None.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: One year experience in California State service performing duties at a level of responsibility equivalent to that of an Office Assistant, range B. Or, two years of experience in typing and clerical work. (Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.

LANGUAGE SKILLS: Ability to spell correctly, use good English, follow oral and written directions, read and write English at a level required for successful job performance, meet and deal tactfully with the public, prepare correspondence using a wide knowledge of vocabulary, grammar and spelling, and communicate effectively.

MATHEMATICAL SKILLS: Make arithmetical computations of medium level of difficulty; ability to add, subtract, multiply, and divide all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY: Knowledge of modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

OTHER SKILLS AND ABILITIES: Ability to perform difficult clerical work; operate various office machines; type at a speed of not less than 40 words per minute from manuscript, dictaphone, printed or typewritten material; extrapolate information from various documents; consistently exercise a high degree of initiative, independence and originality in performing assigned tasks; and to maintain regular attendance and be punctual.

OTHER QUALIFICATIONS: Knowledge of modern office methods, supplies and equipment; business English and correspondence; and principles of effective training.

SPECIAL PERSONAL CHARACTERISTICS: A demonstrated interest in assuming increasing responsibility.

ADDITIONAL DESIRABLE QUALIFICATIONS: Education equivalent to completion of the twelfth grade.

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 inmates with disabilities. Under the Americans with Disabilities Act (ADA), inmates 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 inmates, 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 inmates who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Inmates 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 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 inmate understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the inmate 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 inmates 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 inmates with DPP and DDP codes. The ACTS was replaced by the Disability and Effective Communication System (DECS). With the implementation of the California Correctional Health Care Services Electronic Health Records System (EHRS) effective February 7, 2017, the CDCR Form 1845/7410 DPP process transitioned into an electronic process, which automatically uploads health care information into the Strategic Offender Management System (SOMS) and into DECS. C&PRs and RC CC-IIIs are required to distribute updated DECS reports to all facility department heads weekly and department heads are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is the expectation that custody supervisors will ensure DECS rosters are used to identify inmates with housing restrictions and ensure they are housed appropriately. Staff shall also use DECS rosters to identify effective communication needs, in particular the need for a Sign Language Interpreter (SLI).

Inmates with Housing Restrictions: The ARP requires doctors to generate chronos with physical limitations for inmates verified with certain CDCR 1845 disabilities. The process of generating paper form chronos was replaced with the following: once a positive verification of a disability or housing restriction has been inputted into the EHRS by medical staff, it shall be automatically uploaded to SOMS under DPP Disability/Accommodation Summary screen. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure inmates are housed consistent with

housing restrictions; therefore, once the electronic 1845/7410 DPP Power Form is completed, the ADA Coordinator, C&PR, Assistant C&PR, CAMU Field CCII and Health Care Compliance Analyst are notified via an alert email generated by SOMS. Upon receipt of the email alert that an electronic 1845/7410 DPP PowerForm has been uploaded into SOMS, the C&PR or designee shall review the form to determine if the inmate has a qualifying disability. If the inmate has a verified disability-impacting placement and requires an expedited transfer, the information regarding notification, e.g. CCI notified, date of committee, CSR endorsement, must be entered into DECS within the "Movement" tab. In the event the electronic 1845/7410 DPP Power Form indicates the inmate's need for placement at a designated institution, the C&PR or designee will inform the assigned CCI. The CCI shall schedule the inmate for UCC Transfer Review. The custody supervisor shall conduct bed moves if necessary to accommodate the inmate expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where inmates are not housed consistent with documented housing restrictions.

Prescribed Health Care Appliances: ARP IV.F.3 provides that inmates 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 inmate 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.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by 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 a workday
Frequently: Involves 1/2 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Occasionally - for periods of time to file or retrieve documents and to operate the copy machine and other office machines.

Walking: Occasionally - within 15 feet to file, operate copier, disperse mail and converse with staff.

Sitting: Constantly - when keyboarding, using the telephone, keeping logs and records, copying tapes, preparing mail and associated tasks at a desk. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Frequently - items weighing a few ounces such as paper, pens staplers, and telephone receiver. Occasional lifting of 7-10 pounds when packages arrive in the mail or a couple of reams of paper or group of files are lifted.

Carrying: items listed above may be carried about 15 feet within the office area.

Bending/Stooping: Occasionally - may choose this position to reach the lower file drawers, paper stored in a box on the floor, or similar items. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to perform paperwork duties.

Reaching in Front of Body: Frequently to constantly - when keyboarding, answering telephone, handing papers to staff, filling, copying loading paper in printer or copier, opening drawers and reaching about the top of a desk.

Reaching Overhead: Occasionally - to reach files stored on an upper shelf.

Climbing: N/A

Balancing: N/A

Push/Pulling: Occasionally - to open file and desk drawers and to position the computer keyboard.

Kneeling/Crouching: Occasionally - may choose this position to reach the lower file drawers.

Crawling: N/A

Fine Finger Dexterity: Constantly - when keyboarding, writing notes by hand, taking phone messages and flipping through paperwork.

Hand/Wrist Movement: Constantly - Keyboarding about 4-5 hours a day and up to 8 hours per day when necessary to complete reports; operating office machines, answering phones, filing, dispensing mail and working with papers and files.

Hearing/Speech: Clear speaking and hearing required to answer telephone calls and in performing duties.

Sight: Adequate vision is required to review correspondence and files, as well as transcribe reports.

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

The Office Technician works indoors in a thermostatically controlled environment, although occasionally the temperature fluctuates between very warm and cold. The floors for performance of all duties are linoleum.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Telephone, an electric typewriter, a personal computer, a calculator, a copy machine, paper shredder, hole punch, paper cutter, fax machine and the usual office supplies.

COMMENTS: The OT works from 0800-1600, Monday through Friday, or as needed to accommodate office needs.

Information for this job description was obtained by reviewing the California State Personnel Board specification for the position and by observation of the duties as they are currently performed.

EMPLOYEE'S COMMENTS:

Print Employee's Name **Employee's Signature** **Date**

Supervisor's Statement: I have discussed the duties of the position with the employee.

Print Supervisor's Name **Supervisor's Signature** **Date**