

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA CORRECTIONAL INSTITUTION		POSITION NUMBER (Agency-Unit-Class-Serial) 054-224-1139-801		MCR / HCR 1
DIVISION / UNIT ADULT INSTITUTIONS/HIGH SECURITY MALES		CLASSIFICATION TITLE OFFICE TECHNICIAN (T)		
		WORKING TITLE Grievance Office		
		TIME BASE / TENURE Full-Time/ Permanent	CBID R04	WWG 2
LOCATION TEHACHAPI		INCUMBENT		EFFECTIVE DATE 04/01/2022
CDCR'S 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.				
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 The High Security Mission (Males) provides safe and secure housing for the most violent and dangerous male offenders, while: <ol style="list-style-type: none"> 1. Providing opportunities for these inmates to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and 2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs. 				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Appeals Coordinator (Correctional Counselor II, Supervisor) the Office Technician (Typing) requires a high degree of initiative and independence in performing assignments; route/mail appeals to designated division head or other institution; data entry of the grievance decision for completed grievance; requires knowledge of the institution and staff assigned to the various divisions; photocopy/scan and maintain copy of all grievances sent to staff or other institution; photocopy/scan all completed First/Second/Third Level grievances; run weekly overdue list and contact staff or other institution; maintain grievance file; maintain records of supplies/equipment orders; maintain filing system; purge special logs as necessary to keep the backlog at a minimum; research/locate appeals; generate Quarterly Reports/citizen complaints and prepare internal reports; generate reports as requested by the Litigation Coordinator Office of Grievance/Appeals; type correspondence/miscellaneous reports for in-house and outside institutions; respond to verbal/written inquiries of grievance status.				
% 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%		DUTIES Collect/Route mail daily to appropriate area (Inmate Grievance Office (IGO) staff, division head, or other institution); maybe used as a backup for appeals collection; Review and date stamp incoming mail; Create and assign log numbers for appeal routing; ensure all appeals turned in are entered and closed out in Inmate Grievance Tracking System (IGTS); data entry of the appeal decision for completed appeals from staff, other institution or IAB; requires knowledge of the institution and staff assigned to the various divisions.		
35%		Photocopy/Scan all grievances into share drive, maintaining a copy of all grievances sent to staff or other institution in case the grievance is lost en route; photocopy/scan all completed First/Second/Third Level grievances for the inmate's Central File (C-File) and grievance file; run weekly overdue list and contact staff or other institution to ensure the grievance is expeditiously completed/returned; maintain grievance file; maintain records of supplies/equipment orders; maintain filing system; purge special logs (i.e., mail, staff complaints, Investigative Services Unit (ISU), etc.) as necessary to keep the backlog at a minimum and the flow of filing		

	simplified; research/locate grievances ; generate Quarterly Reports/citizen complaints and prepare internal reports; generate reports as requested by the Litigation Coordinator/IAB
15%	Type correspondence/miscellaneous reports for in-house and outside institutions; respond to verbal/written inquiries by investigating the status of appeal in the appeal file/IATS; complete CDCR 22's; complete monthly supply order; track due and overdue grievances; input completion date and disposition of grievances .
5%	MARGINAL FUNCTIONS Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. Attend mandatory In-Service Training (IST) classes; attend necessary staff meetings; maintain/update Appeals Procedure Manual and institution Operation Procedure Manual; perform other duties deemed appropriate for the Office Technician Classification, as needed by the Grievance Coordinator.
ESSENTIAL FUNCTIONS	

Knowledge and Abilities:

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

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

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:

Either I

One year experience in California State service performing duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

Or II

Education: Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education.)

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: Ability to apply common sense understanding to carry out instructions furnished in oral or written form. Ability to evaluate situations and take effective action.

CERTIFICATES, LICENSES, REGISTRATIONS: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

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

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

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: Occasionally - takes flights of stairs into and out to the office each day.

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.

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.

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.*

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA CORRECTIONAL INSTITUTION		POSITION NUMBER (Agency-Unit-Class-Serial) 054-210-1139-801		MCR / HCR 1
DIVISION / UNIT ADULT INSTITUTIONS/HIGH SECURITY MALES		CLASSIFICATION TITLE OFFICE TECHNICIAN (T)		
		WORKING TITLE Associate Warden of Business Services Secretary		
		TIME BASE / TENURE Full-Time/ Permanent	CBID R04	WWG 2
LOCATION TEHACHAPI		INCUMBENT		EFFECTIVE DATE 04/01/2022
CDCR'S 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.				
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 The High Security Mission (Males) provides safe and secure housing for the most violent and dangerous male offenders, while: <ol style="list-style-type: none"> 1. Providing opportunities for these inmates to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and 2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs. 				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Associate Warden, Business Services (AWBS), the Office Technician (OT) performs the general and clerical duties throughout Business Services. The OT is responsible for the tracking of assignments to other areas of Business Services, (i.e. Education, Food Services, Personnel, Plant Ops, AISA, Fire Dept., Accounting, Procurement, Budget Analyst and Correctional Business Manager I). This position will provide assistance and clerical support to the AWBS and Correctional Business Manager I (CBM-I), as well as provide phone back-up in other areas of Business Services and the Warden's Office when needed. Have a good understanding and knowledge of business English relative to correspondence and written communication. Possess good judgment and strong communication skills. Supervise inmate clerks, in accordance with departmental guidelines, policies and procedures.				
% 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.			
	DUTIES			
25%	Type confidential and non-confidential material provided by the AWBS and the CBM-I; to include, but not limited to: letters, memorandums, special reports, Inmate Appeal responses, directives and staff meeting minutes. Review correspondence responses and edit for content, grammar, spelling, typographical errors, and formatting. Ensure assignments are reviewed and prepared in a professional and timely manner.			
20%	Receive, log, and track incoming mail, correspondence, and departmental memoranda. Screen mail for the AWBS; after review, file or route to appropriate staff member for action/reply, and maintain a follow-up system to ensure that deadlines are met. Arrange correspondence for reply, attaching significant background data for the AWBS's reference. Access the intranet for emails and utilize Outlook to log and track documents/tasks assigned to Business Services staff by the AWBS and CBM-I. Access the AW's calendar to schedule appointments and make any changes.			

15%	Send out meeting invites for Business Services scheduled meetings and prepare copies of documents for distribution during said meetings. Take minutes for Business Services meetings and send copies of completed minutes to the meeting chairperson and/or meeting attendees for review in a timely manner. Responsible for the Supervision of two (2) inmate workers and their payroll. Keep record of Housekeeping Supplies, Housekeeping Tool Inventory, Perpetual Inventory, Monthly Safety Meeting, and Quarterly Evaluations.
15%	Answer telephone calls, take messages, receive and greet visitors and guests. Screen telephone calls, referring calls and individuals, to appropriate staff when necessary. Order and maintain office supplies and equipment. Maintain filing system and proper storage for all long-term documentation. Utilizes email and scanner to electronically disseminate information.
10%	Work with other areas of Business Services in assisting in clerical support. Maintain log of copier maintenance and cartridge usage. Order supplies as needed.
10%	Copy and distribute information and assignments from the AW and to other areas of Business Services: Education, Food Services, Personnel, Plant Ops, AISA, Fire Department, Accounting, Procurement, Budget Analyst and Compliance Analyst.
5%	MARGINAL FUNCTIONS Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. Attend staff meetings and In-Service Training. Provides backup coverage for the Warden's Office. Other duties deemed appropriate for the Office Technician Classification.

ESSENTIAL FUNCTIONS

Knowledge and Abilities:

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

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

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:

Either I

One year experience in California State service performing duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

Or II

Education: Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education.)

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: Ability to apply common sense understanding to carry out instructions furnished in oral or written form. Ability to evaluate situations and take effective action.

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

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

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: Occasionally - takes flights of stairs into and out to the office each day.

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.

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.

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
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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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CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA CORRECTIONAL INSTITUTION		POSITION NUMBER (Agency-Unit-Class-Serial) 054-261-1139-825		MCR / HCR 1
DIVISION / UNIT ADULT INSTITUTIONS/HIGH SECURITY MALES		CLASSIFICATION TITLE OFFICE TECHNICIAN (T)		
		WORKING TITLE Hiring and Recruitment		
		TIME BASE / TENURE Full-Time/ Permanent	CBID R04	WWG 2
LOCATION TEHACHAPI		INCUMBENT		EFFECTIVE DATE 04/01/2022
CDCR'S MISSION				
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COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION				
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BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The High Security Mission (Males) provides safe and secure housing for the most violent and dangerous male offenders, while: <ol style="list-style-type: none"> 1. Providing opportunities for these inmates to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and 2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs. 				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Staff Services Manager I and taking direction and assignment from the Hiring and Recruitment Analyst, the Office Technician (T) will provide clerical support for the examining function of the Personnel Office.				
% 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.			
30%	DUTIES Schedules employment interviews, types memos, forms, interview letters, prepares interview schedules, and SROA clearance requests. Scans documents, redacts confidential information from paperwork as needed, saves required documents into ECOS, and prepares interview folders with candidate applications, questions and scoring devices.			
30%	Responds to questions regarding the hiring process and procedures from staff and the general public. Answers phone inquiries regarding lateral transfers and examining process. Assists in reviewing applications for examinations. Assist with counter traffic and respond to questions or issues from employees. Makes copies, maintains recruitment files and new hire files.			
25%	Orders and clears certification lists based on established criteria, sends out inquiry letters, maintains tracking system to avoid expiration of active certifications and provides for timely clearance. Logs and tracks 647A documents, maintains 647 Tracking Log, and Recruitment Log. Attends weekly vacancy meetings to take minutes, types meeting minutes. Scans and attach documents in BIS and forward to HRA.			
10%	Maintain lateral transfer, certification and job control files for each job advertised. Ensure files contain all necessary documents and are filed correctly.			

5%

MARGINAL FUNCTIONS

Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. Maintain examination bulletin boards assuring the examination and job opportunity bulletins are current and up-to-date. Attend annual training and Personnel staff meetings to keep informed of institutional and departmental policy changes. Other duties as appropriate.

ESSENTIAL FUNCTIONS

Knowledge and Abilities:

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

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

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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.

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Or II

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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: Occasionally - takes flights of stairs into and out to the office each day.

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.

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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.

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.

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:

054-261-1139-825

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA CORRECTIONAL INSTITUTION		POSITION NUMBER (Agency-Unit-Class-Serial) 054-210-1139-818		MCR / HCR 1
DIVISION / UNIT ADULT INSTITUTIONS/HIGH SECURITY MALES		CLASSIFICATION TITLE OFFICE TECHNICIAN (T)		
		WORKING TITLE Investigative Services Unit		
		TIME BASE / TENURE Full-Time/ Permanent	CBID R04	WWG 2
LOCATION TEHACHAPI		INCUMBENT		EFFECTIVE DATE 04/01/2022
CDCR'S 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.				
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 The High Security Mission (Males) provides safe and secure housing for the most violent and dangerous male offenders, while: <ol style="list-style-type: none"> 1. Providing opportunities for these inmates to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and 2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs. 				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the ISU Lieutenant, the Office Technician (T), Investigative Services Unit, must have a high degree of initiative, independence and originality in performing assigned tasks. Must have a high degree of sensitivity and be cognizant of the consequences of errors related to both oral and written communication. This individual will perform detailed assignments, be involved in sensitive public contacts and must be knowledgeable as to the policies and procedures of the Department as well as the institution. The Office Technician will relieve the Correctional Lieutenant of routine office details, maintain confidential and administrative files, attend meetings and take and summarize notes into minutes, making distribution as necessary. Will arrange correspondence in order or priority with appropriate background information attached for reference; will screen all incoming correspondence and telephone calls and refer same to the appropriate staff member for reply ensuring there is adequate follow-up and that deadlines are met.				
% 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%	DUTIES Type confidential reports as needed to assist ISU management staff. Maintain records of all Criminal and Administrative Investigations and ensure a proper filing system. Type investigative notices and closure letters. Maintain proper copies of the CDCR 989 packages and assist in the forwarding of the package to Sacramento CIU. Maintain Use of Force Review files, individual inmate files, inmate death files, 837 Incident Package logging, CDCR 2189 Incarcerated Relative/Associate Notification (ISU copy), NIA (non-investigative assignment) files, and Contraband Surveillance Watch files. Make new case folders as needed.			
20%	Assist various Deputy District Attorneys with the subpoena process: Notification of employees, serving the subpoena, and update of any court case details to employees.			
10%	Assist other CDCR agencies in the Notification of Interview process as needed. Maintain and track all computer logs as they pertain to ISU daily activity.			

10%	Coordinate with the Institutional Mail Room for collection and distribution of mail, prepare letters and correspondence to other law enforcement agencies. Prepare all month end report including Compstat Report and send to appropriate personnel.
10%	Answer, screen and distribute incoming calls abiding by the Information Practices Act, Departmental Laws, Rules and Local Policies. Maintain office supplies and check with the Supply Officer when supplies are needed.
5%	MARGINAL FUNCTIONS Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. Attend annual In-Service and On the Job Training each year. Other duties assigned as appropriate to the Office Technician classification.

ESSENTIAL FUNCTIONS

Knowledge and Abilities:

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

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

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:

Either I

One year experience in California State service performing duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

Or II

Education: Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education.)

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: Ability to apply common sense understanding to carry out instructions furnished in oral or written form. Ability to evaluate situations and take effective action.

CERTIFICATES, LICENSES, REGISTRATIONS: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

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

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

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: Occasionally - takes flights of stairs into and out to the office each day.

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

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