

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) 030-234-1318-TBD		MCR / HCR 1
DIVISION / UNIT Operations Education Department		CLASSIFICATION TITLE Library Technical Assistant (Safety)		
		WORKING TITLE Library Technical Assistant (Safety)		
		TIME BASE / TENURE U04	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

Library Technical Assistants (Safety) follow established procedures which have been developed by Senior Librarians, Correctional Facility, or Librarians, Correctional Facility. Under the guidance of a Senior Librarian, Correctional Facility, or Librarian, Correctional Facility, incumbents in this classification perform specialized sub-professional duties, such as pre-cataloging, interlibrary loans, book acquisition, and locating simple bibliographic information within the library system of a State correctional facility.

Such work primarily requires a practical knowledge of library functions and services and an ability to apply standard library tools, methods, and procedures within well-defined standards. This classification is distinguishable from general clerical classifications which perform typing, stenography, and general office work, and from professional librarian classifications which are involved in the development, direction, and evaluation of programs and in complex work requiring professional knowledge of the theories, principles, and techniques of library science.

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 Program (SCEP) or Educational Administrator designee, and functional lead of the Senior Librarian (CF) or Librarian (CF) when applicable, the Library Technical Assistant (LTA) (Safety) will perform the following duties in accordance with the State Personnel Board classification specification within the Institution's Legal or General Library collections. These duties may be performed in a library that is staffed by a Senior Librarian or Librarian, or the LTA may facilitate incarcerated individuals access to libraries by performing these duties in a satellite library without continuous active supervision from an education administrator, a Senior Librarian or Librarian. The LTA will perform all duties in accordance with Departmental regulations and policies that have been established for library operations. If circumstances arise that are not covered by existing regulations or policy the LTA will seek direction from the appropriate supervisor.

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<p>% of time performing duties</p>	<p>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.</p>
<p>30%</p>	<p>Provide direct supervision of incarcerated clerks and incarcerated individuals utilizing their assigned library in order to provide the incarcerated individuals with their required access and to maintain institutional safety and security. Perform and/or monitor incarcerated clerks in the tasks associated with book circulation, catalog classification, upkeep, maintenance and inventory of library material, which includes but is not limited to, delivering books and materials to the incarcerated individuals in various housing units.</p>
<p>20%</p>	<p>Maintain accurate records of incarcerated individual’s library use and access, which includes but is not limited to, records of legal materials requested and/or delivered to an incarcerated individual, and records of time periods incarcerated individuals are given to access the legal material and to conduct legal research.</p>
<p>20%</p>	<p>Pull text, photocopy requested information and deliver case law requested by incarcerated individuals utilizing the institution’s paging process in order to fulfill the mandated requirements of incarcerated individual access to the courts when an incarcerated individual is physically unable to access the material. Identify and pull requested source material based on the complete information provided by the incarcerated individual or return the incarcerated individual’s request if there is not sufficient information to identify the requested material.</p>
<p>20%</p>	<p>Provide training, instruction and evaluation to incarcerated clerks and incarcerated individuals on basic library resources and procedures. This may include but is not limited to how to find case law, how to utilize the library cataloguing system, how to utilize reference material and how to check out and return library material.</p>
<p>05%</p>	<p>Provide recommendations and documentation of facts and events to staff responding to incarcerated appeals based on the LTA involvement with the event in question as needed. Provide recommendations to supervisors on how to improve the overall effectiveness of the library system when requested.</p>
<p>05%</p>	<p>Other duties as assigned to include but not limited to attending training and/or staff meetings.</p> <p>In addition to the above duties, the LTA (Safety) must possess and demonstrate the following:</p> <p>SPECIAL PERSONAL REQUIREMENTS: All incumbents must exhibit orderliness, tact, and neatness, and demonstrate an interest in library work and in assuming increasing responsibility. Incumbents must be willing to work with the resident population of a State correctional facility.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS: Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, incarcerated individuals, or the public. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated individuals/wards and/or protection of personal and real property.</p> <p>I have read and understand the contents and expectations of the Duty Statement for the Library Technical Assistant (Safety) classification. I have asked my supervisor to clarify all areas that I was uncertain with either the meaning or requirement. As a condition of my employment in this classification I agree to fulfill the above functions</p>
<p>SPECIAL REQUIREMENTS</p>	
<ul style="list-style-type: none"> • 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. 	
<p>CONSEQUENCE OF ERROR</p>	

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- 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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