

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) 030-261-1139-807		MCR / HCR 1
DIVISION / UNIT Business Services Division Personnel Department – Hiring & Recruitment Office		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE	CBID	WWG
LOCATION 480 Alta Road, San Diego, CA 92179		REVISION DATE 6/1/2024	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

This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.

GENERAL STATEMENT

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

Under the supervision of the Personnel Manager, Staff Services Manager I, and the lead of the Hiring Recruitment Analyst, the Office Technician (T) is responsible for all aspects of the Certification Process and assisting with eligibility and delegated testing processes. The incumbent must interpret basic laws, rules and policies as they relate to the certification, review and delegated testing process. Duties include but are not limited to the following:

% 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%	Provide assistance to the Hiring and Recruitment Analyst; prepare, assemble and distribute appropriate exam bulletins for specific classifications for testing and maintain a log and file for each.
20%	Perform all duties of the Certification process; review applications, lateral transfers, and reinstatements to determine eligibility of candidates; post/maintain and clear Certification lists as required by State Personnel Board regulations; coordinate the scheduling of hiring interview packages; ensure interview panels are appropriate and balanced; organize and maintain records and supporting documents of related material; coordinate and process advertisements of all vacancies on a Job-Opportunity Bulletin, VPOS and initiate mailing Job Fliers to all institutions; maintain confidentiality and integrity of the office.

030-261-1139-806

15%	Prepare weekly calendar of all scheduled interviews for the institution; establish and maintain application files for requests for lateral transfers; maintain Certification Log; respond to inquiries from prospective candidates both verbally and in writing regarding eligibility and career opportunities.
15%	Complete the hiring process by contacting prospective employees for acceptance of hire; ensure appropriate clearances are received and signed off by appropriate staff; coordinate start date and notify Personnel Manager and Position Control Analyst by submitting all pertinent documentation to be included in the hiring packet; prepare correspondence to those candidates not selected for hire.
05%	Attend appropriate In-Service Training; Perform other duties as required for the classification.

SPECIAL REQUIREMENTS	
<ul style="list-style-type: none"> CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison inmates, visitors, non-employees, and employees shall be made aware of this. 	

CONSEQUENCE OF ERROR	
<ul style="list-style-type: none"> 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:		
<ul style="list-style-type: none"> 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:		
<ul style="list-style-type: none"> 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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