

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) 030-211-1139-850		MCR / HCR 1
DIVISION / UNIT Business Services Division Food Services Department		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (T)		
		TIME BASE / TENURE	CBID R04	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 10/09/2024	INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
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.				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Correctional Food Manager II, the Office Technician is responsible for the following duties:				
% 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.			
40%	Receives and organizes invoices from vendors. Enters good's receipts and good's issues (115s) in to the Business Information System (BIS). Receives inventory reports, enters them into BIS, and makes any necessary corrections. Creates purchase requisitions for the Food Services Department. Organizes and keeps track of purchase orders and their amendments as well as office supplies.			
35%	Type various memorandums, correspondence, and Corrective Action Plans (CAPS) to ensure all necessary information is relayed to proper sources within the department and the facility. Also types staff performance evaluation reports (annual/probationary). Maintains a tic system to track due dates for various assignments.			
20%	Supervises incarcerated person clerks assigned to the Central Kitchen. Assigns tasks, conducts ongoing training, and disciplines the clerks as necessary.			

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05%	<p>Participates in appropriate I.S.T. Enforces CDC, RJDCF, and Food Services policies and procedures. Performs other related duties as required.</p> <p>This position has direct and primary supervision of the incarcerated person workers, including holding work cards, calling in an out count, assigning work, reviewing performance, writing disciplinary paperwork as required, submitting time cards and pay sheets, and providing comprehensive training on work expectations and safety measures. The incumbent will enforce safety measures. If an incarcerated person fails to report to work, the incumbent will contact the appropriate Work Change and Housing Unit, within 15 minutes, to determine the incarcerated person’s location. The incumbent will conduct random and unscheduled inspections of incarcerated person work areas for potential escape material and contraband. Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated person.</p>
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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 incarcerated person visitors, nonemployees 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:

- *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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POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-228-1139-001		MCR / HCR 1
DIVISION / UNIT Administration Community Partnership		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE	CBID R04	WWG 2
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

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DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

This consolidated series specification describes four classes in which employees learn and perform a variety of general office work. General office duties include: typing, dictation and transcription; mail and document handling; filing and records management; document preparation and review; composition of correspondence; oral communications; statistical and other record keeping; cashiering; and ordering and maintaining supplies and equipment. Employees in this series may be regularly required to have particular knowledge and/or proficiency in such special areas as typing, cashiering, and information services. Classes which do not conform to the "Definition of Levels" section or have other salary structures are excluded from this consolidated series specification.

Each special area of general office work incorporated into this specification will utilize only the class(es) that appropriately describes the type and level of work performed and the duties and responsibilities assigned to positions which are comparable to the appropriate level(s) described in this consolidated series specification. Not every special area of general office work will utilize all the levels contained in this consolidated series specification.

Office Assistant (General), Office Assistant (Typing), Office Technician (General) and Office Technician (Typing) may instruct, lead or supervise incarcerated workers, wards or resident workers.

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

Under the direct supervision of the Community Resources Manager (CRM), the Office Technician (Typing) performs duties for the maintenance of efficient flow of paperwork; collection, accounting, and tracking of documents; overseeing and assisting with CRM office operations and maintaining compliance with division responsibilities and procedures. The primary mission of the Community Resources Department is to provide rehabilitative opportunities to all incarcerated persons housed within any facility in the institution in the form of self-help, religious, and community supported programs.

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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>40%</p>	<p>Assist with the office operations for the CRM. Provide administrative support duties relative to Nursing Led Therapeutic Group (NLTG) programs. Enter program attendance data into the Strategic Offender Management System (SOMS) and develop tracking systems. Process and respond to CDCR 22 Incarcerated Person’s Request for Interview and CDCR 602 Grievances. Process CDCR 2016 Incarcerated Person’s Activity Group Program Requests, assign incarcerated persons to programs, and maintain waiting lists. Maintain instructor and program contact data and training logs for the CRM. Prepare and track CDCR 2136 Incarcerated Person’s Activity Group Approval forms, ensure packages are completed correctly and on time. Print, distribute and collect daily NLTG SOMS program rosters. Assist with updating procedures for local NLTG Incarcerated Person’s Activity Group (IAG) program processes and assist with managing logistics for related events or business meetings/visits within and outside of the Institution.</p>
<p>30%</p>	<p>Prepare NLTG IAG related memoranda, letters; proof-read, format, and edit documents and training materials. Ensure documents are correct, complete, and copies are distributed appropriately. Coordinate with the Incarcerated Person’s Assignment Office to ensure correct NLTG program assignment data is entered in SOMS to include the designated NLTG location codes, follow-up with and track incarcerated person’s assignment progress for NLTG programs.</p>
<p>20%</p>	<p>Screen daily flow of paperwork, communications with staff, internal and external stakeholders, and the public. Ensure adherence to policies, procedures, and the quality of correspondence. Compile and route timekeeping documents for staff that report to the CRM, process mail, distribute and collect various materials to and from incarcerated population, maintain files and office operations. Prepare Approval to Hire packages for additional program staffing, schedule interviews to include reserving the interview room(s), assist when needed with processing paperwork for hires and separations. Record and type minutes for division meetings and related stakeholder program progress and quality management meetings. Prepare and process reports as required for CRM.</p>
<p>05%</p>	<p>Order and maintain supplies and materials inventory for the CRM office and NLTG IAG programs. Type Departmental Operations Manual supplements and Operating Procedures as needed to improve NLTG local program operations. Oversee and submit quarterly fire drill reports and required Injury and Illness Prevention Program forms for relevant IAG program areas. Maintain accurate desk procedures for this position.</p>
<p>05%</p>	<p>Forward calls to appropriate staff and file documents. Perform other work-related duties as required.</p>
<p></p>	<p>Working Days and Working Hours: Monday – Friday 0730 – 1530 Hours</p>
<p></p>	<p>Special Requirements: None.</p>
<p></p>	<p>ADA Requirement: Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.</p>
<p></p>	<p>Physical Requirements: Ability to operate and utilize a computer terminal, 10-key calculator, copier/scanner/printer, and various office machines. There will be constant sitting, hand/wrist movement, fine finger dexterity, hearing/speech, and sight usage. Occasional need for standing, walking, lifting, carrying, bending/stooping, reaching in front of body, pushing/pulling, kneeling/crouching, and reaching overhead.</p>
<p></p>	<p>Working Conditions:</p>

030-228-1139-001

The Office Technician works indoors in a thermostatically controlled office with linoleum covered floors. How ever the employee is exposed to outdoor weather conditions when attending meetings in other areas of the institution and when going to or leaving the work site.

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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.

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