

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) 030-231-1139-XXX		MCR / HCR 1
DIVISION / UNIT Academic Education Assessment Program		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 7/1/2023	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 general supervision of the Supervisor Correctional Education Programs, the Office Technician (Typing) will be responsible for all primary typing and word processing and the overall operations of the Education Office. Duties include but are not limited to:				
% 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%	Use the word processing system to prepare memorandum, correspondence, action plans, disciplinary documents, projects and reports. Review all documents for spelling and grammatical errors and then make the corrections. Establish and maintain a tickler file for tracking projects and assignments made to staff.			
30%	Establish and maintain a comprehensive, subject matter filing system for all Education Department Office documentation.			
20%	Answer incoming calls, direct them to the appropriate areas, take messages and assist in providing general Education Office information.			

030-231-1139-XXX

05%	Work cooperatively with the Office Assistant (Typing) on assigned projects to improve the Education Department’s productivity and work products.
05%	Attend In-Service and On-the-Job Training. Perform other related duties as assigned.
	<p>When utilizing sensitive or confidential information, staff shall ensure that the information is not within view of other persons or inmates. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive or personal information into the work place from outside of the institution.</p> <p>The incumbent is responsible for supervising three (3) inmates, including reviewing their performance, proofing all paperwork generated from the Facility Office produced by staff and all Inmate Clerks assigned to the office (115s, 128As, and Bs, and ensuring proper format is set, punctuation, grammar and necessary documents attached, etc.). The incumbent must review every work assignment given to Inmate Clerks, as needed, and prepare Inmate Time Cards on a monthly basis for those supervised. In the event an inmate under the incumbent’s supervision fails to report to their assignment within 10-15 minutes, they will contact the respective Housing Unit and/or Work Change Officers to determine the whereabouts of the inmate. The incumbent is responsible for conducting random and unscheduled inspections of inmate work areas for potential escape material and contraband.</p>

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.

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.

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 Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-261-1139-816		MCR / HCR 1
DIVISION / UNIT Business Services Division Procurement Department		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 6/23/2023	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 inmates, wards or resident workers.

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

Under the general supervision of the Business Services Officer (BSO) I (Supervisor), the Office Technician (Typing) performs general clerical duties for the Procurement and Services Officer II and the BSO I (Supervisor) such as typing memos, correspondence, reports and policies, receives, reviews, and processes purchase requests from various departments; maintains database on purchase orders; generates monthly, quarterly, and other purchase reports on database information. Duties will also include but are not limited to the following:

030-261-1139-816

% 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%	Exercise work independence, initiative and good judgment in performing difficult clerical functions. Create, review and process purchase requisitions and purchase orders in the Business Information System (BIS) using established policies and procedures. Interact with staff throughout the institution, vendors, and Regional Accounting Office staff to resolve questions and issues with the purchasing process. Process orders through BIS including typing purchase requisitions, purchase orders, verifying the accuracy of information entered into the BIS system, maintain tracking systems for orders, data entry of orders in the Department of General Services SCPRS program, processing amendments to orders, track problem orders to expedite delivery and log orders that have been completed.
25%	Maintain excellent working rapport with Institutional and Headquarters staff. Process weekly and monthly reports, compile data, manual revisions and filing as directed by the BSO I. Submit electronic 115 to the Warehouse. Utilize computers to type letters, memos, BIS documents, design tables and/or forms as necessary for projects or as tracking tools.
15%	Train staff on proper submittal of purchase requisition packets. Seek assistance/guidance from the Business Service Assistant (BSA) and the Business Service Officer I with issues as needed.
10%	Performs secretarial duties for the Procurement and Services Officer II, including typing, filing pick up and distribution of mail, answering phones and receptionist duties.
10%	Perform other duties or projects as required. Participate in appropriate I.S.T.

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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*
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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) 030-210-1139-XXX		MCR / HCR 1
DIVISION / UNIT Custody Support Facility – Program Office		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 1/1/2024	INCUMBENT		EFFECTIVE DATE

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

Under the close supervision of the Captain in assigned Facility, the Office Technician (Typing) is responsible for the clerical operations of the Facility Program Office. 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.
40%	Type all confidential memorandums utilizing the word processor as well as various and sundry letters for the Facility Captain and Custody Staff; assist the International Treaty Exchange Coordinator by typing documents for the Board of Prison Terms.
35%	Type Performance Reports, Letters of Instruction and Investigative Reports leading to Letters of Instructions, Confidential Documents, Incident Reports, 602 Appeal Responses, Confidential 128As and 128Bs, CDC 115 Tracking System, Post Orders, Monthly Reports, Staff Meetings, Employee Counseling Reports plus any needed correspondence; ensure proper format, punctuation, grammar and necessary documentation is attached.
10%	Answer all incoming calls, directing them to the proper areas, taking messages and assisting in general information; distribute incoming/outgoing mail to appropriate staff; copy material as required.

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10%	<p>Establish and maintain a "TIC" file system for tracking projects and assignments given to staff by the Facility Captain, such a Performance Reports, Monthly Statistical Reports, Incident Reports, CDC-115s, Memorandums, as well as letters for the Warden’s signature. Maintain attendance records for the Correctional Counselor II and Correctional Counselors assigned to Facility 1 and submit a monthly attendance report to Personnel.</p>
05%	<p>Order all supplies for the Facility, including Housing Units, Culinary and Program Office. Maintain and update the Departmental Operations Manuals, Director’s Rules and Administrative Bulletin Manual. Make travel arrangements, and other duties as required.</p> <p>When utilizing sensitive or confidential information, staff shall ensure that the information is not within view of other persons or incarcerated persons. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive or personal information into the work place from outside of the institution.</p> <p>The incumbent is responsible for supervising three (3) incarcerated persons, including reviewing their performance, proofing all paperwork generated from the Facility Office produced by staff and all Inmate Clerks assigned to the office (115s, 128As, and Bs, and ensuring proper format is set, punctuation, grammar and necessary documents attached, etc.). The incumbent must review every work assignment given to Inmate Clerks, as needed, and prepare Inmate Time Cards on a monthly basis for those supervised. In the event an inmate under the incumbent’s supervision fails to report to their assignment within 10-15 minutes, they will contact the respective Housing Unit and/or Work Change Officers to determine the whereabouts of the inmate. The incumbent is responsible for conducting random and unscheduled inspections of inmate work areas for potential escape material and contraband.</p>

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