

DUTY STATEMENT



1. Institution/Division/Office: Solano/Operations/CALPIA		2. Unit/Industry/Enterprise: Administration	
3. Classification Title: Office Technician (Typing)(IWSP)		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 075-101-1139-001		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under general direction of the Administrator, the incumbent is responsible for the processing of all procurement requests, Process payment packages and log incoming invoices and outgoing disputes. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two incarcerated individual workers who substantially replace civil service employees for a total of at least 120 hours per pay period may be eligible for Pay Differential 67. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees will have regular and substantial contact with persons incarcerated in California Department of Corrections and Rehabilitation institution and/or medical facilities.			
8. Work Schedule: Monday - Friday, 0700 - 1500			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
40%		<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> <p>Incumbent logs and reviews for accuracy and completeness all travel expense claims and CALPIA Form 013's received by CALPIA Administration Office; inputs purchase orders into an enterprise resource planning software; prepares payment packages; obtains approval from the CALPIA Manager for all purchase orders and utility/vendor payment packages; prepares a mail log including processing incoming and outgoing mail and sends to CALPIA Central Office Accounting for payment processing; files and maintains all procurement document files; monitors and updates monthly open purchase order report; processes incarcerated individual payroll reports for all cost centers; prepares and submits to CALPIA Headquarters incarcerated individual's attendance quota and lost production hours; ensures, prepares, and submits strict compliance with all state laws and CALPIA's procurement procedures. Incumbent acts as liaison between Central Office Accounts Payable/Receivable, customers and vendors; resolves and reconciles all vendor disputes; picks up and distributes staff payroll, overtime, and personnel warrants; acts as Custodian of petty cash; prepares forms for processing and payment reimbursement for petty cash.</p>	
30%		Provides assistance to Administrator and Prison Industries Manager (PIM) in scheduling and coordinating interviews. Tracks and organizes preinterview documents, interview scheduling correspondence and maintains recruitment packages locally once hire is complete. Sends and tracks receipt of new employee requirements and documents, provides guidance and assistance to new employees to facilitate completion of requirements for hire. Communicates with the local personnel office when new staff are scheduled to start and provides instructions to new employees regarding information to be provided to personnel. May assist with processing CalHR ECOS actions and sending recruitment status letters. May assist with tracking hiring status in the personnel tracking system.	
25%		Provides clerical support to the Administration. Types and assembles management correspondence/reports. Maintains Prison Industries files. Answers all incoming phone calls for Administration. Communicates with staff at the institution level and CALPIA's Central Office, as well as persons outside the institution. Meets visitors and ascertains nature of business and directs to appropriate area/persons. Incumbent utilizes personal computer skills, with a working knowledge of computer programs, including Microsoft Word and Excel, in order to compile the normal day-to-day office memorandums, reports, documents, etc.	
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<p>9. Percentage (%) of time performing duties:</p> <p style="text-align: center;">5%</p>	<p>10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.</p> <p style="text-align: center;">MARGINAL FUNCTIONS</p> <p>Serves as the note taker for the Lead Manager for staff meeting and prepares the minutes for distribution. Fulfills annual In-Service-Training (IST) requirements. Performs other duties related to the classification as required. Keeps apprised of institution and department rules and regulations. Keeps apprised of new developments and rules pertaining to personnel transactions and all other administrative requirements. Performs other duties related to classification as required.</p> <p style="text-align: center;">ADDITIONAL EXPECTATIONS</p> <p>Incumbents maintain order and supervise the conduct and work performance of persons assigned to work in a California Prison Industry Authority enterprise or program; prevent escapes and injury by these person, to themselves or others or to property by requesting assistance of the correctional staff assigned to the area through the use of whistles, personal alarm devices, or other means necessary; maintain security of working areas and work materials by confirming incarcerated individuals attendance and tool control throughout the assigned shift; inspect premises and work areas of incarcerated individuals for contraband, such as weapons or illegal drugs.</p>
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11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:

<p>PRINT EMPLOYEE NAME: Vacant</p>	<p>EMPLOYEE SIGNATURE:</p>	<p>DATE:</p>
<p>PRINT MANAGER/SUPERVISOR NAME: Eric Bengston</p>	<p>MANAGER/SUPERVISOR SIGNATURE:</p>	<p>DATE:</p>
<p>HR APPROVAL: KS 1/14/25</p>		