

**DUTY STATEMENT**



1. <b>Institution/Division/Office:</b> CSP-Sacramento/Operations/CALPIA		2. <b>Unit/Industry/Enterprise:</b> Healthcare Facilities Maintenance (HFM)	
3. <b>Classification Title:</b> Custodian II		4. <b>Proposed Incumbent (if known):</b> Vacant	
5. <b>Current Position Number (Agency-Unit-Class-Serial):</b> 074-760-2003-002		6. <b>Effective Date:</b>	
7. <b>Briefly (1 or 2 sentences) describe the position's organization setting and major functions:</b> Under direction the incumbent leads and performs the required janitorial services in keeping an assigned office, building, or area clean and orderly. Maintains order and supervises the conduct of incarcerated individuals to protect and maintain the safety of persons and property. May train, lead or assist incarcerated individuals and civil service custodians in related work. 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 maybe 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. <b>Work Schedule: Work Days &amp; Hours May Vary. Shifts are scheduled as straight eight and do not receive a lunch break.</b>			
9. <b>Percentage (%) of time performing duties:</b>		10. <b>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.</b>	
40%		<p style="text-align: center;"><b>ESSENTIAL FUNCTIONS</b></p> <p>Performs janitorial duties in keeping an assigned office, building, or area clean and orderly; may train, lead, or assist workers in the janitorial duties assigned. Helps in the planning of daily operations, scheduling labor and inspecting work areas. Provides training and assists with performance evaluation. Assists with utilizing the Industry Employment Program.</p>	
25%		<p>Performs and leads workers in the following duties; sweep, scrub, mop, and wax floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, restrooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; operates scrubbers, buffers, and other equipment and machinery as required. Conduct tool inventory audits, reporting, including, tool issuance and returns. Complete perpetual inventories and track PAR levels.</p>	
20%		<p>Leads the conduct of workers in the janitorial program. Maintains tool and key control per the Department and Institutional procedures. Maintains accurate incarcerated individual counts. Controls the use and storage of hazardous materials. Enforces the guidelines of the Health and Safety Program and ensures the work meets guidelines to include State Health Department in Title 22, 15, and 8, Bio-hazardous waste, and toxic materials control program.</p>	
10%		<p>Maintains accurate Incarcerated individual Work Incentive and time-keeping records. Reviews and documents work performance. Assists and upholds incarcerated individuals' disciplinary regulations and issues disciplinary actions.</p>	
(Continued on Page Two)			

**DUTY STATEMENT**



<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;"><b>MARGINAL FUNCTIONS</b></p> <p>Performs other duties as required such as special projects or safety-related reports. Attends mandatory or job-related training and works cooperatively with the host institution staff. Performs special required duties during emergencies.</p> <p style="text-align: center;"><b>ADDITIONAL EXPECTATIONS</b></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 programs; 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>
---	---

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:

PRINT EMPLOYEE NAME: Vacant	EMPLOYEE SIGNATURE:	DATE:
PRINT MANAGER/SUPERVISOR NAME: Ryan Johns	MANAGER/SUPERVISOR SIGNATURE:	DATE:
HR APPROVAL: SC 02/26/25		