

## **EDITED TASK LISTING**

### **CLASS: PROGRAM TECHNICIAN**

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*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Processes detailed semi technical data (e.g., forms, files, instructional memos, reports, schedules, notices, statistical data, etc.), utilizing, but not limited to the following databases; California Law Enforcement Telecommunications System (CLETS), Offender Based Information System (OBIS), Distribute Data Program System (DDPS), CalParole, Revocation Scheduling Tracking System (RSTS) computer programs in order to communicate information, keep accurate records, document issues or situations, on a daily basis.
<b>2.</b>	Reviews detailed semi technical data (e.g., forms, files, instructional memos, reports, schedules, notices, statistical data, etc.) retrieved from California Law Enforcement Telecommunications System (CLETS), Offender Based Information System (OBIS), Distribute Data Program System (DDPS), CalParole, Revocation Scheduling Tracking System (RSTS) computer programs in order to communicate information, keep accurate records, document issues or situations, etc. utilizing, notes, grammar skills, reading comprehension skills, proofreading and editing skills, etc. on a daily basis.
<b>3.</b>	Reviews source documents to produce accurate forms, files, reports, etc. for a departmental program, utilizing laws, rules, regulations, policies, guidelines, procedures, instructional memo's, computer software, etc. on a daily basis.
<b>4.</b>	Processes source documents to produce accurate forms, files, reports, etc. for a departmental program utilizing laws, rules, regulations, policies, guidelines, procedures, instructional memo's, computer software, etc. on a daily basis.
<b>5.</b>	Verifies source documents to produce accurate forms, files, reports, etc. for a departmental program utilizing laws, rules, regulations, policies, guidelines, procedures, instructional memo's, computer software, etc. on a daily basis.
<b>6.</b>	Communicates to staff, internal and external agencies/departments, etc. in order to provide sensitive and detailed program information and facilitate the exchange of information, and resolution of problems, etc. utilizing California Code of Regulations (CCR), Title 15, Departmental Operational Manual (DOM), California Penal Code office procedures, telephones, emails, faxes, personal contacts, communication skills, grammar skills, etc. on a daily basis.
<b>7.</b>	Proofreads reports, forms, source documents, etc. in order to communicate information, produce final documents, keep accurate records, document issues or situations, etc. utilizing notes, written communication skills, grammar skills, reading comprehension skills, proofreading and editing skills, etc. on a daily basis.

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<b>8.</b>	Edits reports, forms, source documents, etc. in order to communicate information, produce final documents, keep accurate records, document issues or situations, etc. utilizing, written communication skills, grammar skills, reading comprehension skills, proofreading and editing skills, etc. on a daily basis.
<b>9.</b>	Retrieves information from data base for reports, forms, source documents, etc. in order to communicate information, produce final documents, keep accurate records, document issues or situations, etc. utilizing computer programs, reading comprehension skills, proofreading and editing skills, etc. on a daily basis.
<b>10.</b>	Orders reports (e.g., Daily Movement Sheets [DMS], Missing Descriptors, notification and registrations, Out-To-Court reports), to provide documentation for processing files, reports, tracking inmate/parole movements, etc. utilizing various resources (e.g., OBIS, Automated Release Data Tracking System [ARDTS] DDPS, RSTS laws, rules, regulations, policies, guidelines, procedures, computer software, etc.) as needed.
<b>11.</b>	Prepares envelopes/packages of confidential materials (e.g., copying, addressing, sorting, stuffing, assembling, faxing, etc.) for distribution to staff, internal and external agencies/departments, etc utilizing copiers, sorting techniques/equipment, etc., following oral and/or written instruction as directed.
<b>12.</b>	Files materials (e.g., documents, letters, forms, reports, manual revisions, etc.) in order to keep accurate records, ensuring materials are available for future references, and in compliance with laws, rules, regulations, policies and procedures, utilizing organizational skills, filing systems (e.g., alphabetic, chronological, numeric, subject matter, etc.), desk procedures, binders, folders, indexes, etc. on a daily basis.
<b>13.</b>	Reviews source documents (e. g., DMS, Warden Check Out Order [CDC 161], Inter-Departmental Transfer Record [CDC 135], Medical Transport Form [CDC 154], etc.) in accordance with established guidelines and procedures (Records Retention Schedule) in order to purge outdated materials, maintain orderly files, and maximize filing space utilizing office procedures, shredder, recycling system, etc. as outlined in the Records Retention Schedule.
<b>14.</b>	Searches for source documents (e. g., DMS, Warden Check Out Order [CDC 161], Inter-Departmental Transfer Record [CDC 135], Medical Transport Form [CDC 154], Board of Parole Hearing [BPH] Warrant of Arrest [BPH 1165] etc.) that may be misfiled or not maintained in a standardized filing system in order to locate and retrieve requested information utilizing personal experience, computerized databases, filing procedures, etc., following oral and/or written instruction as directed.

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<b>Task #</b>	<b>Task</b>
<b>15.</b>	Performs basic arithmetic computations (e.g., addition, subtraction, multiplication or division) to provide basic data, completing timesheets, etc., utilizing automated office equipment (e.g., personal computer, etc.) following oral and/or written instruction as directed.
<b>16.</b>	Operates and occasionally lift/move office equipment and supplies (e.g., copy machine, fax, paper, computer, scanner, telecommunications terminals, etc.) in order to produce completed assigned duties utilizing manuals, desk procedures, training, etc. as directed by the supervisor and/or on a daily basis.
<b>17.</b>	Performs data entry work in order to input and disseminate information, trace documents, appeals, files, inmates, parolees, etc. and keep accurate records, utilizing CLETS, OBIS, ARDTS, DDPS, etc. proofreading and editing skills, typing skills, basic mathematical skills, computers/computer programs, logs, manuals, required forms, etc. on a daily basis.
<b>18.</b>	Complete time specific duties (e.g. daily inmate movement, emergency warrant request, Release Program Study (RPS), etc.) in order to ensure accurate information for Institutional and Parole tracking inmates/parolees, utilize the California Law Enforcement Telecommunications System (CLETS), Offender Based Information System (OBIS), Distribute Data Program System (DDPS), CalParole, Revocation Scheduling Tracking System (RSTS), etc. on a daily basis.