

## **Teacher (Elementary – Multiple Subjects), Correctional Facility**

### **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** January 20 – 22, 2004

**Collective Bargaining Identification:** R03

**Job Analysis Conducted By:** Charmaine Traywick, Associate Personnel Analyst,  
Personnel Examining Section

**Number of Incumbents:** There are 122 incumbents in this classification  
per Department of Corrections Filled/Vacant  
Position Report dated December 03, 2003.

#### **Names of the Subject Matter Expert(s) and their background:**

##### **Ame Nakamura, Supervisor of Academic Instruction, Correctional Facility, Education and Inmate Programs Unit**

Ms. Nakamura currently works as a Supervisor of Academic Instruction, Correctional Facility with the California Department of Corrections. She has been in this position for one year. Ms. Nakamura has also worked as a Supervisor of Correctional Education Programs for two years with the California Youth Authority. She previously worked as a Supervisor of Academic Instruction for five years with the California Department of Corrections. She has worked for the Department of Corrections for a total of six years.

##### **Mark Lechich, Teacher (High School – GED), Correctional Facility, Education and Inmate Programs Unit**

Mr. Lechich currently works as a Teacher (High School) with the California Department of Corrections. He has been in this position for 11 months. Mr. Lechich has also worked as a Teacher (High School) with Northern California Women's Facility for four years and six months. He has worked for the California Department of Corrections for a total of 5 years and six months.

##### **Pamela Ditto, Teacher (High School – PE), Correctional Facility), Education and Inmate Programs Unit**

Ms. Ditto currently works as a Teacher (Physical Education) with the California Department of Corrections. She has been in this position for three years. Ms. Ditto also worked as a Teacher (Physical Education) with CSP, Sacramento for 14 years. She has worked for the California Department of Corrections for a total of 17 years.

**Donna Seifert, Supervisor of Correctional Education Programs, Education and Inmate Programs Unit**

Ms. Seifert currently works as a Supervisor of Correctional Education Programs with the California Department of Corrections. She has been in this position for two years. Ms. Seifert also has worked as a Supervisor of Correctional Education Program with Folsom State Prison for two years. She also worked as a Supervisor of Academic Instruction for two years and five months with Sierra Conservation Center. She also worked as a Teacher (High School), Correctional Facility for six years and five months with Deuel Vocational Institution. She has worked a total of 13 years and two months for the California Department of Corrections.

**Teacher (High School - General Education), Correctional Facility**  
**INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- Duty Statements
- Class Specifications

Other sources were viewed for information (e.g. List of Literature Review Websites); however, the information was not relevant to the job analysis and therefore not included.