

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

POSITION NUMBER (Agency-Unit-Class-

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Administrative Services		Serial) 065-570-5393-XXX		MCR / HCR 1	
DIVISION / UNIT Human Resources Executive Appointments Unit		CLASSIFICATION TITLE Associate Governmental Program Analyst (AGPA)			
		WORKING TITLE Executive Appointments Analyst			
		TIME BASE / TENURE Perm/FT	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Downtown – Sacramento, CA		INCUMBENT VACANT		EFFECTIVE DATE IMMEDIATELY	
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					
The Executive Appointments Unit (EAU) provides consultative services to CDCR leadership for all Exempt and Career Executive Assignment (CEA) positions which includes establishing new positions, executing strategic recruitment campaigns, administering CEA exams, advising on candidate selection/appointments, and the processing of all compensation-related matters for executive employees.					
GENERAL STATEMENT					
Under general direction of the Executive Personnel Manager (Staff Services Manager I), the Associate Governmental Program Analyst performs the more responsible, varied, and complex analytical staff services assignments for the Executive Appointments Unit. The incumbent must maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing); develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; perform well under pressure and work independently in a fast-paced environment.					
% 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.			
30%		<p>Background Screening Liaison: Responsible for initiating, tracking, and providing background screening results for candidates who are being considered for hire into CEA and Exempt positions. For Chief Deputy Warden candidates, this includes conducting inquiries with the following sources: Equal Employment Opportunity Officer, Employee Relations Officer, and the Investigative Services Unit at each CDCR institution the candidate has worked at, to ensure CDCR's compliance with the Prison Rape Elimination Act (PREA). Assists EAU Partners with drafting request, as well as tracking, saving, and compiling results from additional background screenings to include, but not limited to, the Office of Labor Relations, the Office of Legal Affairs, the Office of Internal Affairs, and the State Personnel Board.</p>			

25%	Onboarding & Off-boarding Liaison: Responsible for facilitating a welcome meeting with the new-hire candidate; tracking the completion of new-hire documents, Live Scans, and Tuberculosis testing; obtaining photo identification badges; as well as the scheduling of an onboarding consultation meeting for the new-hire employee and their assigned Executive Personnel Analyst. May coordinate building badge access, technology requests, and other onboarding requests, as needed. Updates applicable EAU reports with status updates. Provides onboarding milestone updates to the assigned Executive Appointments Partner and Executive Personnel Analyst to keep them informed. Maintains EAU Onboarding Desk Guide as process changes occur. Assists Executive Appointments Partners and Executive Personnel Analysts to ensure that executive employees are properly off-boarded. This includes, but is not limited to facilitating and/or guiding the program on appropriate off-boarding activities, collection of equipment, obtaining resignation letters, scheduling an exit interview, and updating EAU reports accordingly. Maintains EAU Off-boarding Desk Guide as process changes occur.
20%	Executive Appointments Reporting: Responsible for the maintenance and delivery of numerous EAU reports, the CDCR executive organizational chart, as well as the CEA and Exempt position/employee databases to ensure information is accurate at all times. Performs weekly audits of assigned reports to ensure accuracy. Responsible for maintaining and obtaining monthly approvals on CDCR's executive organizational chart.
10%	Performance Salary Adjustments: Initiates Performance Salary Adjustments (PSAs) process for all eligible executive employees, to include drafting request memos and maintaining the PSA report for accuracy. Responsible for routing PSA request packages via DocuSign approximately two weeks prior to effective date. Once approvals are obtained, responsible for saving approved documentation, updating EAU reports accordingly, and preparing an RPA for processing.
10%	Executive Special Projects: Assists EAU management in preparing and delivering special projects, audits, reports, and/or implementing strategic initiatives on behalf of executive leadership. Analyzes data to produce reports, provides recommendations, facilitates resolution, and responds to inquiries and requests. Makes recommendations to EAU management based on trends and findings.
5%	Administrative: Maintains both electronic and hard-copy executive employee Official Personnel Files (OPFs) to ensure they are current and securely housed within the EAU. Prepares executive records for archive storage and purge in accordance with established retention schedule. Maintains Outlook email inbox, ensuring prompt and accurate responses to inquiries. Performs other related duties as required.

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
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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*
- *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
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CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Administrative Services		POSITION NUMBER (Agency-Unit-Class-Serial) 065-570-5157-XXX		MCR / HCR 1
DIVISION / UNIT Human Resources Executive Appointments Unit		CLASSIFICATION TITLE Staff Services Analyst (SSA)		
		WORKING TITLE Executive Appointments Analyst		
		TIME BASE / TENURE Perm/FT	CBID R01	WWG22 2
LOCATION Downtown – Sacramento, CA		INCUMBENT VACANT		EFFECTIVE DATE IMMEDIATELY
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GENERAL STATEMENT				
Under direct supervision of the Executive Personnel Manager (Staff Services Manager I), the Staff Services Analyst (General) performs work of average difficulty in a wide variety of consultative and analytical staff services assignments for the Executive Appointments Unit. The incumbent must maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing); develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; perform well under pressure and work independently in a fast paced environment.				
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