

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-216-5393-801		MCR / HCR 1
DIVISION / UNIT  Business Services Division Plant Operations Department		CLASSIFICATION TITLE Associate Governmental Programs Analyst (AGPA)		
		WORKING TITLE Associate Governmental Programs Analyst/SAPMS(AGPA)		
		TIME BASE / TENURE R01	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 3/1/2024	INCUMBENT		EFFECTIVE DATE

**CDCR'S MISSION and VISION**

**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.

**Vision**

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

**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**

**BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS**

Under direction, incumbents perform the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis; and continually provide consultative services to management or others. This is the full journey level analyst class. Incumbents are typically subject-matter generalists who have demonstrated possession of intellectual abilities, the management tools, and the personal qualifications to succeed in a variety of general staff services settings. Incumbents are assigned to work on a broad range of governmental and managerial problems that may be interdisciplinary in nature. Incumbents may be assigned to work as field representatives in complex and controversial intergovernmental negotiations. Incumbents conduct and/or review analytical studies and surveys; formulate procedures, policies, and program alternatives; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation and advise management on the impact or potential impact; may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects; represent the State or a given department as assigned; and perform other related duties.

**BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction and supervision of the Correctional Plant Manager II, DOC and indirect supervision of the Correctional Plant Supervisor, DOC, the AGPA performs the duties of system administrator for the computerized Standard Automated Preventive Maintenance System (SAPMS). Your scheduled work hours are 0730 hours to 1530 hours. The position in which you are assigned has two (2) fifteen (15) minute rest periods but no lunch period. It is a straight eight (8) hour shift. Your rest periods will be staggered whereby other staff, in your area, will supervise inmates during your rest periods. You will not assume inmate supervision or other duties of your assignment during your rest periods. During these periods you are not to leave the job site, unless directed differently by your supervisor. The AGPA is responsible for the following activities:

% 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.
40%	Analyzes, reviews, and makes recommendations on various departmental requests affecting Plant Operations (e.g. utility usage, efficiency measures, and environmental reports). Develops, reviews, and initiates operational procedures affecting Plant Operations and makes recommendations relating to their impact on the SAPMS. Manages, plans, and develops policies and procedures concerning the SAPMS which include the following: Perform system administration functions including, but not limited to, user account maintenance and monitoring, system and database backups, evaluate the preventive/corrective and construction program, formulate

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35%	<p>procedures for maintenance data collection, customize SAPMS data for use in program decision making and perform maintenance shop utilization analysis based on data derived from SAPMS.</p> <p>Develop program analysis methods for SAPMS equipment history data. Review data and recommend implementation of repair strategies or equipment replacement; thereby mitigating fiscal impact by avoiding unnecessary and costly repairs. Evaluate project costs for developing amortization analyses on physical plant reliability and maintainability projects. Analyze SAPMS computer data and prepare concise analytical shop and equipment productivity/cost reports on a monthly basis for presentation to management.</p> <p>Integrate and implement new aspects of the expanded SAPMS system (Vehicle Fleet Module, Environmental/Weather module, Grounds Keeping Module, Tool Control Tracking Module, Computerized Drawing Access Module, and Bar Code Interface Module) which will include the following: revising operational procedures, personnel training, and software integration.</p>
10%	<p>Develop budget and prepare annual Budget Concept Statements and Budget Change Proposals, such as special repairs, minor and major capital outlay for submission to Planning and Construction Division. Process related contracts including completion of specifications and bid packages, advertising, scheduling bid walks, scheduling and conducting bid opening, obtaining approval for contracts and monitoring contractor compliance. Provide recommendation on statewide Budget Concept Statements and Budget Change Proposals affecting Plant Operations issues.</p>
05%	<p>Act as Facility Energy Manager by evaluating and assessing institutional utility demand data and utility cost trends compare with baseline performance histories identifying deficiencies; formulate and implement program modifications to correct equipment and/or process deficiencies; develop and recommend conservation policies and procedures. Serve as liaison between institution management and departmental Energy Coordinator, Planning and Construction Division to disseminate information.</p>
05%	<p>Serve as coordinator for the development and implementation of training programs for work order procedures and bar-code identification systems throughout the institution.</p>
05%	<p>Participate in appropriate In-Service Training. Perform other related duties as required.</p> <p>When utilizing sensitive or confidential information, staff shall ensure that the information is not within view of other persons or inmates. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive, or personal information into the work place from outside of the institution. All office doors and confidential storage areas are to be locked when unattended.</p>

**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

**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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DIVISION / UNIT  Business Services Division Plant Operations Department		CLASSIFICATION TITLE Staff Services Analyst (General)		
		WORKING TITLE Staff Services Analyst (General) / SAPMS Analyst		
		TIME BASE / TENURE R01	CBID 2	WWG 2
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**DIVISION OVERVIEW**

**BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS**

This specification describes a recruiting and developmental class for persons qualified to perform analytical work in one or more areas of a broad range of governmental and managerial problems. Incumbents are assigned duties and responsibilities commensurate with their background and training. Under supervision, incumbents perform work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting; planning; training; management; and personnel analysis; and do other related work. Work at this level is distinguished from lower-level assignments by the analytical and evaluative nature of the work, rather than the performance of process-oriented assignments.

This class is the entry through first journey level. Positions are permanently allocated to this class when the major portion of tasks performed do not include the more responsible, varied, and difficult assignments found in the full journey person level.

This deep class has three alternate ranges. Responsibilities include application of principles, practices, and trends of public and business administration, management, and supportive staff services expertise to perform various consultative and analytical tasks. At Range A, assignments are directly supervised and primarily structured, standard, and recurring. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures to specific situations, rather than the mere application of detailed rules and procedures. The scope and effect of work generally involves routine analytical tasks impacting the immediate work unit.

Analysis of work at Range B is expected to show broader knowledge of the work environment, and organizational and/or departmental requirements. There is less direct review than at Range A, with greater breadth in assigned tasks. As job knowledge and skill increase, so do the number of tasks, which involves multitasking and imposed deadlines. Movement through Ranges A and B progress from very specific task-oriented assignments, accompanied by clear, detailed, and specific instructions, to more generally defined objectives including priorities and deadlines.

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At Range C, there are distinct increases in the scope of the work and effect on programs and services. Incumbents are expected to use a more conceptual approach to problem solving and reasoning. At this first journey level, the decisions regarding what work tasks need to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, with the resulting chosen course of action potentially selected from many alternatives. Assignments are less complex in scope and duration than at the full journey level, although incumbents do have authority to plan, design, and carry out work within a clear framework established by the supervisor. Incumbents use judgment in interpreting and adapting guidelines such as policies, laws and rules, manuals, and work directions for application to specific cases or problems. Responsibilities involve increasing independence and judgment, accompanied by decreasing supervision, in the performance of a variety of analytical tasks such as program evaluation and planning; systems development; budgeting, planning, training, management, and personnel analysis; and other related work. Incumbents perform a wide range of established consultative and analytical activities of organizational concern impacting staff or customers at many locations.

**BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction of the Correctional Plant Supervisor (CF), SSA/AGPA performs the duties of system administrator for the computerized Standard Automated Preventive Maintenance System (SAPMS). The SSA/AGPA collects data, submits weekly, monthly, and quarterly reports, monitors and expedites ADA and Priority-1 work orders, and assist in reviewing and developing operation procedures affecting Plant Operations. Your scheduled work hours are 0730 hours to 1530 hours. The position in which you are assigned has two (2) fifteen (15) minute rest periods but no lunch period. It is a straight eight (8) hour shift. Your rest periods will be staggered whereby other staff, in your area, will supervise inmates during your rest periods. You will not assume inmate supervision or other duties of your assignment during your rest periods. During these periods you are not to leave the job site, unless directed differently by your supervisor. Duties include but are not limited to:

<p><b>% of time performing duties</b></p>	<p><b>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.</b></p>
<p>40%</p>	<p>Assists in the development, implementation, and day-to-day operation of the institutional Work Order and Preventive Maintenance Program. Independently operates and maintains the Institutional Work Order System. Logs/tracks approved work requests, distributes work orders to supervisors and appropriate trades personnel, accounting for staff hours, labor, and materials pertaining to each job/project. Prepares work orders and preventive maintenance backlog reports for submission to management. Prepares and provides work order status reports as requested. Maintains and keeps files of all completed corrective and preventive maintenance work orders. Performs system administration functions including user account maintenance and monitoring.</p>
<p>30%</p>	<p>Assists with developing program analysis methods for SAPMS equipment history data. Enters new assets, obtains equipment service requirements, schedules service intervals, and issues preventive maintenance work orders, and ensures that equipment service records are maintained. Works with Plant Operations staff to generate the bar-code tag identification system for all equipment to be serviced on a recurring basis. Assists in analyzing, reviewing and making recommendations on various departmental requests affecting Plant Operations. This includes, but is not limited to, utility usage, telecommunications needs, energy conservation measures, and environmental reports. Assists with developing and preparing annual Budget Change Proposals for submission to Facilities Planning and Construction Division.</p>
<p>15%</p>	<p>Assists with reviewing, analyzing, and developing policies and procedures concerning SAPMS. Maintains and monitors user accounts for Facility Center. Performs system and database backups, provides preventative/corrective maintenance reports for supervisory staff and management. Integrates and implements any new aspects of the expanded SAPMS as approved by the Department of Corrections.</p>
<p>05%</p>	<p>Collects and provides institutional utility demand data and serves as a liaison between institution management and Facilities Planning and Construction Division to disseminate information.</p>
<p>05%</p>	<p>Assists in the development and implementation of training programs for work order procedures and bar-code identification systems throughout the institution. Maintains accurate equipment history data records. Reviews information and recommends strategies for equipment replacement.</p>
<p>05%</p>	<p>Participate in appropriate In-Service Training and staff/safety meetings. Perform other related duties as required.</p>

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