

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM HQ	POSITION NUMBER (Agency-Unit-Class Serial) 065-110-5393-856	MCR / HCR 1
DIVISION / UNIT Office Of Program Operations Community Reentry Unit	CLASSIFICATION TITLE Associate Governmental Program Analyst	
	WORKING TITLE Associate Governmental Program Analyst	
	TIME BASE / TENURE PERM/FT	CBID R01
LOCATION HQ	INCUMBENT	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
EFFECTIVE DATE		

CDCR'S MISSION and VISION

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

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

Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) in the Contract Compliance Unit, performs the more complex and journey level analytical and technical work in the development, implementation, and administration of the Division of Rehabilitative Programs (DRP) programs and provides contractual oversight for multiple contracts delivering services to the California Department of Corrections and Rehabilitation (CDCR) inmate and Parolee population statewide.

GENERAL STATEMENT

The AGPA develops a variety of institution and community-based contracts, program specifications, scopes of work, program policy and procedures, and reporting requirements; initiation, preparation, analysis, and evaluation of invitations for bid processes, interagency and public entity agreements, state or local grant applications, and contract amendments. The AGPA will interface and/or be a liaison, individually and in workgroups to propose and develop policy and operational improvements to enhance program services with the Office of Business Services, Division of Adult Institutions, DRP Correctional staff, Division of Adult Parole Operations, and potential contractors.

This AGPA will also provide overall program coordination, contract compliance and performance improvement activities. The AGPA will perform regular site visits to conduct Program Accountability Reviews on contractor program(s) statewide; assist in problem resolution on issues relative to contract compliance, program operations and program goals and objectives. The AGPA will develop and evaluate programs and alternatives; review, gauge, analyze and report on program performance; maintain and update action plans, budget plans and other assigned tracking mechanisms; conduct research and develop informational materials for inmates, parolees and other stakeholders. Statewide travel to institutions, parole offices, conferences and events, and contracted service providers is required as well as provide onsite technical assistance in institutional settings with inmates and parolees at contracted local sites.

The AGPA is dedicated to achieving individual, team, and organizational goals through research, time management, data analysis, focused communications, teamwork, and continuous process improvement. The AGPA functions as a recognized technical resource with proficient skill in Microsoft Word, Outlook, Excel, and has basic familiarity with PowerPoint, and the ability to learn CDCR proprietary software to independently perform complex tasks required, including strong written and verbal communication skills. Up to 40% travel may be required.

% 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.
35%	Performs the more complex and varied technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, contract and personnel analysis; and continually provides excellent consultative and customer services to management and others. Reviews departmental audit findings and prepares recommendations via reports and responses as required.
30%	Acts as the subject-matter generalist who demonstrates possession of intellectual abilities, management tools, and personal qualifications to succeed in a variety of responsibilities. Consistently demonstrates principles of completed staff work: researches, analyzes, recommends, monitors and tracks solutions to complex requests.
30%	Reviews and analyzes proposed legislation, programs, reports, and advises management on impact or potential impact. Recommends policy and operational changes based on the findings.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

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 may result in programming delays and misuse of departmental resources. Such delays can result in decreased Milestone Completion Credits, Educational Merit Credits, or other Achievement Credits that will delay the release/parole of our incarcerated population.

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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DIVISION / UNIT Office of Program Operations Community Reentry Unit		CLASSIFICATION TITLE Staff Services Analyst		
		WORKING TITLE Staff Services Analyst		
		TIME BASE / TENURE PERM/FT	CBID R01	WWG 2
LOCATION HQ	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION and VISION

Mission

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DIVISION OVERVIEW

Under supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) in the Contract Compliance Unit, performs the less complex and journey level analytical and technical work in the development, implementation, and administration of the Division of Rehabilitative Programs (DRP) programs and provides contractual oversight for multiple contracts delivering services to the California Department of Corrections and Rehabilitation (CDCR) inmate and Parolee population statewide.

GENERAL STATEMENT

The analyst will be assigned to the Contract Compliance Unit/Office of Program Operations within the Division of Rehabilitative Programs at CDCR's headquarters. The SSA functions as a resource with proficient skills in Microsoft Word, Outlook, Excel, and has basic familiarity with PowerPoint. The SSA will perform a variety of basic analytical duties that include, but are not limited to the following:

The SSA helps develop a variety of institution and community-based contracts, program specifications, scopes of work, program policy and procedures, and reporting requirements; initiation, preparation, analysis, and evaluation of invitations for bid processes, interagency and public entity agreements, state or local grant applications, and contract amendments. The SSA will assist in workgroups to propose and develop policy and operational improvements to enhance program services with the Office of Business Services, Division of Adult Institutions, DRP Correctional staff, Division of Adult Parole Operations, and potential contractors.

This SSA will assist in overall program coordination, contract compliance and performance improvement activities. The SSA may perform regular site visits to conduct Program Accountability Reviews on contractor program(s) statewide; assist in problem resolution on issues relative to contract compliance, program operations and program goals and objectives. The SSA will help develop and evaluate programs and alternatives; review, gauge, analyze and report on program performance; maintain and update action plans, budget plans and other assigned tracking mechanisms; conduct research and develop informational materials for inmates, parolees and other stakeholders. May require statewide travel to institutions, parole offices, conferences and events, and contracted service providers is required as well as provide onsite assistance in institutional settings with inmates and parolees at contracted local sites. Up to 40% travel may be required.

% 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.
35%	Performs less complex and varied technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, contract and personnel analysis; and continually provides excellent consultative and customer services to management and others. Reviews departmental audit findings and prepares recommendations via reports and responses as required.
25%	Research and prepare the less complex reporting spreadsheets and data collection including analyzing and summarizing statistical information for the Office of Program Operations, which oversees In-Prison Contracts. Review, analyze and report on program performance and program fidelity based on contractor and CDCR generated reports. Maintain and review all action plans, budget implementation plans and other associated program tracking mechanisms. Assist management staff in preparing and providing initial summaries, statistical data and final reports for public review.
20%	Assist the Lead Analyst in contract quality improvement activities. Support management staff in the development and improvement of program procedures and operations. Propose policy development and/or modification to enhance program services and/or integrity. Provide support functions/activities in the analysis of proposed legislation; prepare the less complex Budget Change Proposals, Interagency Agreements, PEAs and federal grant applications. Review program analysis reports and recommend operational and policy changes to support program needs.
15%	Under the guidance and close direction review and update briefing and findings documents. Provide support to other public agencies seeking to collaborate and/or implement similar programs. Assist with responses to inmate correspondence.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

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