

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM HQ		POSITION NUMBER (Agency-Unit-Class-Serial) 065-113-5393-804		MCR / HCR 1
DIVISION / UNIT Division of Rehabilitative Programs		CLASSIFICATION TITLE Associate Governmental Program Analyst		
		WORKING TITLE Associate Governmental Program Analyst		
		TIME BASE / TENURE PERM/FT	CBID R01	WWG 2
LOCATION California Men's Colony		INCUMBENT		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 HQ In-Prison Correctional Counselor (CC) III, the Associate Governmental Program Analyst (AGPA) performs a wide variety of professional and complex assignments, as well as, analytical duties related to In-Prison programs. This includes being responsible for research, collecting data, and preparing summary and statistical reports, program evaluation, and continually providing consultative services to management within the Division of Rehabilitative Programs (DRP). The AGPA also tracks and researches assignments within the Integrated Substance Use Disorder Treatment (ISUDT) program, collects data, summarizes the data, tracks program assignment waitlist, and acts as a liaison between HQ and other stakeholders.

GENERAL STATEMENT

The incumbent is expected to work collaboratively, as well as independently; demonstrate strong written and verbal communication skills and be able to communicate effectively with stakeholders at all levels. The incumbent is expected to have the ability to act as project lead, prepare work plans, write reports, and create presentations. The incumbent is expected to have a strong working knowledge of Adobe software and Microsoft Office (with an emphasis in Excel).

% 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.
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30%

Independently acts as a liaison between HQ and field DRP CCIIIs and DRP Contract staff in performing, preparing and analyzing reports and data from various sources including, but not limited to, the Automated Rehabilitative Management System (ARMS), Strategic Offender Management System (SOMS), reports provided by DRP HQ and/or local administration, etc. to assist with ensuring the efficiency and success of the DRP programs. Analyze, interpret and monitor local data, reports and information related to the programs to ensure compliance set forth by DRP to the contract providers. Assist the HQ In-Prison DRP CCIII and DRP Staff in preparing, analyzing and tracking monthly and annual Rehabilitative Program Reports for review and submission to DRP HQ and local administration. Assist the HQ In-Prison DRP CCIII and DRP Staff in more complex analytical assignments

	<p>reviewing and analyzing audit reports and findings. Prepare written recommendations and corrective action plans to address any and all concerns and/or deficiencies.</p>
20%	<p>Review and maintain a detailed program inventory profile to track programs, available space, contract staff assigned to the specific programs, etc. Assist the HQ In-Prison DRP CCIII and DRP Staff in preparing and analyzing reports related to the outcome of the data compiled. Assist the HQ In-Prison DRP CCIII in conducting assessments of the programs on an ongoing basis to assess efficiency of the DRP programs, program outcomes, expansions of the programs, milestones related to the programs and the overall success of the DRP programs.</p>
20%	<p>Assist the HQ In-Prison DRP CCIII and DRP Staff in following procedures and providing guidance for tracking attendance, participation and completion of the programs and milestones attributed to programming. Assist the HQ In-Prison DRP CCIII and DRP Staff in preparing and evaluating a variety of reports relative to the programs to provide internal and external stakeholders.</p>
15%	<p>Acts as the liaison with all stakeholders and respond to requests for data from the DRP In-Prison program staff, contract staff, HQ staff, CCHCS, DAI, local institution staff or any other stakeholders for all matters relating to DRP programs. Provide administrative support, participate in meetings, steering committees, workgroups and presentations for the development and enhancement of programs as directed by the HQ In-Prison DRP CCIII.</p>
15%	<p>Assist the HQ In-Prison DRP CCIII in training staff while also tracking and maintaining a record of training to ensure training requirements are met. Liaison with DRP training unit to provide updated information and identify staff requiring training. Assist the HQ In-Prison DRP CCIII and DRP Staff in preparing for periodic program evaluations and standards compliance reviews of the programs. Assist HQ In-Prison DRP CCIII with tracking of other DRP programs as needed. Perform other job-related duties as required. May require travel.</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 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

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 Division of Rehabilitative Programs		CLASSIFICATION TITLE Staff Services Analyst		
		WORKING TITLE Staff Services Analyst		
		TIME BASE / TENURE PERM/FT	CBID R01	WWG 2
LOCATION California Men's Colony		INCUMBENT		EFFECTIVE DATE

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DIVISION OVERVIEW

Under the supervision of the Correctional Counselor (CC) III, the Staff Services Analyst (SSA) performs a wide variety of professional and less complex assignments, as well as, analytical duties related to In-Prison programs. This includes being responsible for research, collecting data, and assisting with preparing summary and statistical reports, and program evaluations within the Division of Rehabilitative Programs (DRP). The SSA also tracks and researches assignments within the Integrated Substance Use Disorder Treatment (ISUDT) program, collects data, summarizes the data, tracks program assignment waitlist, and acts as a liaison between HQ and other stakeholders.

GENERAL STATEMENT

The incumbent is expected to work collaboratively; demonstrate strong written and verbal communication skills and be able to communicate effectively with stakeholders at all levels. The incumbent is expected to have the ability to assist the project lead with tasks as requested, prepare work plans, write reports, and create presentations. The incumbent is expected to have a working knowledge of Adobe software and Microsoft Office (with an emphasis in Excel).

% 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.
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30%

Acts as a liaison between DRP CCIII and DRP Contract staff in performing, preparing and analyzing reports and data from various sources including, but not limited to, the Automated Rehabilitative Management System (ARMS), Strategic Offender Management System (SOMS), reports provided by DRP HQ and/or local administration, etc. to assist with ensuring the efficiency and success of the DRP programs. Analyze, interpret and monitor local data, reports and information related to the programs to ensure compliance set forth by DRP to the contract providers. Assist the DRP CCIII and DRP Parole Services Associate (PSA) in preparing, analyzing and tracking monthly and annual Rehabilitative Program Reports for review and submission to DRP HQ and local administration. Assist the DRP CCIII and DRP PSA in less complex analytical assignments reviewing and analyzing audit reports and findings. Prepare written recommendations and corrective action plans to address any and all concerns and/or deficiencies.

20%	Provide support in reviewing and maintaining a detailed program inventory profile to track programs, available space, contract staff assigned to the specific programs, etc. Assist the DRP CCIII and DRP PSA in preparing and analyzing reports related to the outcome of the data compiled. Assist the DRP CCIII in conducting assessments of the programs on an ongoing basis to assess efficiency of the DRP programs, program outcomes, expansions of the programs, milestones related to the programs and the overall success of the DRP programs.
20%	Assist the DRP CCIII and DRP PSA in following procedures and providing guidance for tracking attendance, participation and completion of the programs and milestones attributed to programming. Assist the DRP CCIII and DRP PSA in preparing and evaluating a variety of reports relative to the programs to provide to the DRP Captains, HQ executive staff, DRP Contract Compliance, CCHCS and other relevant stakeholders.
15%	Acts as the liaison with all stakeholders and respond to requests for data from the DRP In-Prison program staff, contract staff, HQ staff, CCHCS, DAI, local institution staff or any other stakeholders for all matters relating to DRP programs. Provide administrative support, participate in meetings, steering committees, workgroups and presentations for the development and enhancement of programs as directed by the DRP CCIII. Participate in staff meetings, keep DRP CCIII apprised of the status of assignments.
15%	Assist the DRP CCIII in training staff while also tracking and maintaining a record of training to ensure training requirements are met. Liaison with DRP training unit to provide updated information and identify staff training requirements. Assist the DRP CCIII and DRP PSA in preparing for periodic program evaluations and standards compliance reviews of the programs. Other job-related duties as required. May require travel.

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