**SALINAS VALLEY STATE PRISON**

**DUTY STATEMENT**

CLASSIFICATION: STAFF SERVICES ANALYST

WORKING TITLE: STAFF SERVICES ANALYST

POSITION NUMBER: 936-542-5157-xxx

DIVISION: WARDEN’S OFFICE

DEPARTMENT: COMMUNITY RESOURCES MANAGER’S OFFICE

Under the supervision of the Community Resources Manager (CRM), the Staff Services Analyst (SSA) assists with the analytical work related to data collection in support of the Rehabilitative Achievement Credit (RAC) earning programs, Milestone Completion Credit (MCC) earning programs, Inmate leisure Time Activity Groups (ILTAGs), Self-Help Programs, Innovative Grant Recipient (IGR) programs, Self-Help Sponsors, and Volunteers. The SSA assists the CRM in preparing summary and statistical reports, and assists in overall program coordination on quality improvement activities.

DUTIES:

35% Assists in performing research, collecting data and preparing summary statistical data for the CRM, CDCR and legislative review and other reporting purpses. Assists in analyzing and reporting on program performance based on COMPSTAT and Program Inventory data. Assists in the submission of accurate data to produce a variety of management reports to meet programmatic needs. Provides procedures and guidance for the tracking of attendance for RAC, MCC, IGR, self-Help and ILTAG programs. Assists the CRM in evaluating reports for inmate programs, Warden, Inmate Assignment Lieutenant and headquarters executive staff

30% reviews the program inventory program profile of “self-help”, and volunteer programs. Provides a clear description of the programs currently operating at the institution. Assists in conducting assessments and evaluates programs on an ongoing basis to assess program outcomes, volunteer increase and expansion, MCC, RAC and success. Updates and maintains briefing and findings documents.

20% Provide administrative support, participates in meetings, workgroups and makes presentations to develop and improve procedures and policy development to enhance program services. Assists with the development of the CRM annual plan. Assists the CRM with the tracking procedure of volunteers and training requirements in the institution’s volunteer Tracking system (VTRACK). Assist directly with the volunteer Advisory Committee (VAC) and Citizens Advisory Committee (CAC) to further expand the institutions presence in the community and increase volunteer support. Provides assistance with the scheduling of Self-Help Sponsors, monitor expenditures for self-help sponsors and self-help materials and supplies.

15% Assists in periodic program evaluations and standards compliance reviews of the assigned programs and track program space. Assists and responds to inmate inquiries, and community and volunteer inquiries

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Supervisor Signature Date

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Employee Signature Date