

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

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|--|--|--|-------------|------------------------------|
| CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison | | POSITION NUMBER (Agency-Unit-Class-Serial) 394-261-5157-706 | | MCR / HCR 1 |
| DIVISION / UNIT Administration- Hiring and Recruitment Office | | CLASSIFICATION TITLE Staff Services Analyst (General) | | |
| | | WORKING TITLE Hiring and Recruitment Analyst | | |
| | | TIME BASE / TENURE Perm/ FT | CBID R01 | WWG 2 |
| LOCATION Crescent City, CA | | INCUMBENT | | EFFECTIVE DATE 01/01/2023 |

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

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

GENERAL STATEMENT

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

Under supervision of the Staff Services Manager I, the Staff Services Analyst (SSA), works as the Hiring and Recruitment Analyst, and is the entry level analyst responsible for independently performing personnel analytical duties of average difficulty related to the institution's hiring process.

% 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%

Assists in the hiring process within the institution or program ensuring compliance in accordance with all laws, rules, policy, and procedures and monitoring the process through coordination with candidates and hiring authority; assists in the RPA process for advertised vacancies. Coordinates with the Institutional Personnel Officer in the development of hiring testing function including the employment list certification function and the coordination of hiring interviews. Ensures candidates possess legal requirements for appointment (i.e. credentials, medical licensure, board certification documents). Reviews applications for MQ's and compiles/writes interview questions. Using initiative, mentors candidates through the local selection process by providing salary and classification information, coordinating the receipt of pre-employment documents and communicating with the hiring supervisor/manager regarding any questions or concerns the candidate may have. Determine transfer and reinstatement eligibility for current and prior State employees.

30%

Reviews and makes recommendations on institutional policies relating to the hiring and exam process. Proctors Departmental/Statewide exams given locally. Review pay letters and pay scales to ensure

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| | <p>advertisements and job correspondence related to salary and benefits are updated to reflect accurate salary and benefit compensation. Maintains In-House Vacancy and Exam Bulletins for distribution to institutional employees. Utilizes the Examination and Certification Online System to generate certification lists and create Job Controls when advertising vacancies through the Exam and Certification Online System (ECOS).</p> |
| 20% | <p>Assist in reviewing and compiling vacancy and recruitment data using data base information and spreadsheet programs for various reports. Works with staff to educate and distribute information for employment opportunities in their geographical location. Responds to all correspondence from candidates/employees regarding questions on hiring practices. Back up for the Position Control and Classification and Pay Analyst as necessary. Facilitates the administration of certain examinations and provides back-up to the Position Control and Classification and Pay Analysts when needed.</p> |
| 10% | <p>Participates in Job Fairs and participates in recruitment at the local level; responsible for developing innovative job announcements to attract qualified candidates to their work location. Other duties as required.</p> |
| 5% | <p>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.</p> |

SPECIAL REQUIREMENTS

- **Knowledge of:** Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.
- **Ability to:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.
- **Special Personal Characteristics:** Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.
- **COMMENTS:** Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed. 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.*

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| 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*

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- *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 Pelican Bay State Prison | | POSITION NUMBER (Agency-Unit-Class-Serial) 394-261-5393-706 | | MCR / HCR 1 |
| DIVISION / UNIT Administration- Hiring and Recruitment Office | | CLASSIFICATION TITLE Associate Governmental Program Analyst | | |
| | | WORKING TITLE Hiring and Recruitment Analyst | | |
| | | TIME BASE / TENURE Perm/ FT | CBID R01 | WWG 2 |
| LOCATION Crescent City, CA | | INCUMBENT | | EFFECTIVE DATE 01/01/2024 |

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GENERAL STATEMENT

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

Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA), works as the Hiring and Recruitment Analyst, and performs more responsible technical analytical staff services assignments in the duties related to the hiring process.

% 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%

Responsible for initiating the hiring process within the institution or program ensuring compliance in accordance with all laws, rules, policy, and procedures and monitoring the process through coordination with candidates and hiring authority; makes recommendations to Institutional Personnel Officer (IPO) regarding advertising plan for vacancies. Coordinate with the IPO in the development of hiring testing function including the employment list certification function and the coordination of hiring interviews. Ensures candidates possess legal requirements for appointment (i.e. credentials, medical licensure, board certification documents). Reviews applications for Minimum Qualifications and compiles/writes interview questions. Using initiative, mentors candidates through the local selection process by providing salary and classification information, coordinating the receipt of pre-employment documents and communicating with the hiring supervisor/manager regarding any questions or concerns the candidate may have. Determines transfer, reinstatement, and Training and Development and Assignment, and eligibility for current and prior State employees. Plays a Critical role in the online Request for Personnel Action Process.

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| 30% | Formulates institutional policies related to the hiring and exam processes. Proctors Departmental/Statewide exams given locally. Reviews pay letters and pay scales to ensure advertisements and job correspondence are updated to reflect accurate salary and benefit compensation. Maintains In-House Vacancy and Exam Bulletins for distribution to institutional employees. Utilizes the Examination and Certification Online System to generate certification lists and create Job Controls when advertising vacancies through the Exam and Certification Online System (ECOS). |
| 20% | Responsible for analyzing and compiling vacancy and recruitment data using data base information and spreadsheet programs for various reports. Works with staff to educate and distribute information for employment opportunities in their geographical location. Responds to all correspondence from candidates/employees regarding questions on hiring practices. Facilitates the administration of certain examinations and provides back-up to the Position Control and Classification and Pay Analyst when needed. |
| 10% | Participates in Job Fairs and participates in recruitment at the local level; responsible for independently developing innovative job announcements to attract qualified candidates to their work location. Other duties as required. |
| 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

- **Knowledge of:** Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.
- **Ability to:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.
- **Special Personal Requirements:** Demonstrated ability to act independently, open-mindedness, flexibility, and tact.
- **COMMENTS:** Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed. 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.

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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