

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>Administrative Services</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>065-572-5393-805</b>		MCR / HCR <b>1</b>	
DIVISION / UNIT  Human Resources Personnel Operations and Support Workforce Development Policy and Communications		CLASSIFICATION TITLE <b>Associate Governmental Program Analyst</b>			
		WORKING TITLE <b>AGPA-Policy Analyst</b>			
		TIME BASE / TENURE <b>Perm/FT</b>	CBID <b>R01</b>	WWG <b>2</b>	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION <b>HQ-Sacramento</b>		INCUMBENT		EFFECTIVE DATE	
<b>CDCR'S MISSION and VISION</b>					
<b>Mission</b> 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.					
<b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>					
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.					
<b>DIVISION OVERVIEW</b>					
Responsible for the development, revision, and maintenance of the most complex departmental personnel policies, processes, and procedures. Complete varied personnel-related projects, using advance research, presentation, and project management.					
<b>GENERAL STATEMENT</b>					
Under the direction of the California Department of Corrections and Rehabilitation (CDCR), Human Resources (HR) Policy, Administration, and Compliance, Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) is responsible for the development of complex departmental personnel policies, processes, and procedures. This AGPA works independently without close supervision, to create and revise policies and procedures, and completion of a variety of personnel-related projects, through effective communication, analytical competency, critical thinking skills, good judgement, and a display of professional and positive demeanor at all times.					
<b>% of time performing duties</b>		<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>			
35%		Research, interpret, and communicate current and newly-issue personnel policies from State control agencies (ex: the California Department of Human Resources, the California Public Employees' Retirement System, the State Controller's Office) to impacted employees and personnel staff, both regionally and statewide. Plan, organize, write, and distribute policy and procedure memoranda, information bulletins, manuals, guides, and job aids. Ensure policies and procedures are approved by subject matter experts (SME) and stakeholders.			
35%		Update HR policies and procedures in the Department Operations Manual (DOM) and electronic Personnel Operations Manual (ePOM). Research, review, interpret, and write policies and procedures based upon civil service laws, rules, codes, and bargaining unit contracts. Ensure DOM, ePOM revisions and inclusions are approved by SME's, stakeholders, and the CDCR Regulation and Policy Management Branch (RPMB).			
15%		Revise and develop departmental forms using Microsoft Office and Adobe software programs and work with SME's and stakeholders in the forms process. Ensure all HR forms are current and available to employees and CDCR Personnel Offices.			

5%	Complete required annual trainings (LMS and OJT).
5%	Perform as a Subject Matter Expert (SME) as needed and provide assistance to other HR program areas in the development and implementation of policy and procedures.
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 and weekly telework logs.

**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
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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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CDCR INSTITUTION OR HEADQUARTERS PROGRAM Administrative Services		POSITION NUMBER (Agency-Unit-Class-Serial) 065-572-5157-805		MCR / HCR 1
DIVISION / UNIT  Human Resources Workforce Development Policy, Administration, and Compliance		CLASSIFICATION TITLE Staff Services Analyst		
		WORKING TITLE SSA-Policy Analyst		
		TIME BASE / TENURE PERM/FT	CBID R01	WWG 2
LOCATION HQ-Sacramento		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> 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.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
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<b>DIVISION OVERVIEW</b>				
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<b>GENERAL STATEMENT</b>				
Under the supervision of the California Department of Corrections and Rehabilitation (CDCR), Human Resources (HR) Policy, Administration, and Compliance, Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) is responsible to develop and communicate departmental personnel policies, processes, and procedures at the entry to journey level. This SSA works with direction to create and revise policies and procedures, and completion of a variety of personnel-related projects, through effective communication, analytical competency, critical thinking skills, good judgement, and a display of professional and positive demeanor at all times.				
<b>% of time performing duties</b>	<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>			
35%	Research, interpret, and communicate current and newly-issue personnel policies from State control agencies (ex: the California Department of Human Resources, the California Public Employees' Retirement System, the State Controller's Office) to impacted employees and personnel staff, both regionally and statewide. Plan, organize, write, and distribute policy and procedure memoranda, information bulletins, manuals, guides, and job aids. Ensure policies and procedures are approved by subject matter experts (SME) and stakeholders, such as the Office of Labor Relations and the Office of Legal Affairs.			
35%	Update HR policies and procedures in the Department Operations Manual (DOM) and electronic Personnel Operations Manual (ePOM). Research, review, interpret, and write policies and procedures based upon civil service laws, rules, codes, and bargaining unit contracts. Ensure DOM, ePOM revisions and inclusions are approved by SME's, stakeholders, and the CDCR Regulation and Policy Management Branch (RPMB).			

15%	Revise and develop departmental forms using Microsoft Office and Adobe software programs and work with SME's and stakeholders in the forms process. Ensure all HR forms are current and available to employees and CDCR Personnel Offices.
5%	Complete required annual trainings (LMS and OJT).
5%	Provide assistance to other HR program areas in the development and implementation of policy and procedures.
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