

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Legal Affairs		POSITION NUMBER 065-400-5393-XXX		MCR / HCR 1
DIVISION / UNIT Administrative Support Section Class Action Litigation Unit		CLASSIFICATION TITLE Associate Governmental Program Analyst		
		WORKING TITLE Class Action Coordinator		
		TIME BASE / TENURE FT/Perm	CBID R01	WWG 2
LOCATION Headquarters		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

The Office of Legal Affairs (OLA) provides legal advice to CDCR leadership to help ensure operations are conducted effectively and consistent with legal requirements. The Class Action Litigation Unit provides support to OLA class action legal teams, which oversee and advise CDCR on all class action matters brought against the Department.

GENERAL STATEMENT

Under direction of the Staff Services Manager I, the Class Action Coordinator performs a wide variety of technical, consultative, and analytical support on complex, sensitive, and critical Departmental issues concerning class action lawsuits. The Class Action Coordinator works with attorneys, internal CDCR divisions and offices, the Office of the Attorney General (OAG), external agencies, stakeholders, and the private sector on issues related to disability accommodations, inmate health care, due process, and conditions of confinement.

The incumbent must acquire a working knowledge of Departmental activities, policies, procedures, projects, and assignments in progress and stay apprised of related changes. In addition, the Coordinator must also be comfortable with managing interruptions and reprioritizing tasks under pressure and adjust to changing priorities.

% 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%	Review, analyze, and compare program reports concerning <i>Armstrong v. Brown</i> , <i>Clark v. Brown</i> , and other class action litigation for completeness, accuracy, and validation of data and sources. Request, analyze, and validate supporting documentation for reports and advise management of implications. Review a broad spectrum of administrative and program alternatives, identify and correct complex problems, recommend solutions, and independently formulate policies and procedures to ensure accurate and correct reporting. Develop and maintain the OLA assignment intake and assignment process and tracking system, including the receipt, identification, and direction of fulfilling information requests.

25%	Independently review and analyze court orders in <i>Armstrong v. Brown, Clark v. Brown</i> , and other class action litigation. Advise management on the impact or potential noncompliance impact and coordinate the efforts of representatives of various divisions and programs within the Department such as the Division of Adult Parole Operations, the Division of Adult Institutions, and the Board of Parole Hearings. Triage, analyze, and log class action tour reports and advocacy letters.
25%	Independently gather and prepare complex legal discovery documents for staff counsel approval prior to provision to plaintiffs' counsel. Respond to complex inquiries and correspondence from Departmental staff and other parties regarding <i>Armstrong v. Brown, Clark v. Brown</i> , and other class action litigation. Review, track, and summarize all class action billing.
10%	Participate in meetings regarding class actions, data collection, California Public Records Act requests, and other areas in which the incumbent may be assigned; implement requirements placed upon OLA by other divisions and programs; provide assistance and consultation to management and staff regarding Departmental policies and procedures. Serve as a point of contact for plaintiffs' attorneys and OAG on all class action litigation.
5%	Manage and maintain accessible files using record keeping procedures and file naming conventions; manage and maintain cloud-based website for all document production; maintain knowledge of applicable regulation, law, policies, procedures, and proposed legislation affecting class action litigation and the California Public Records Act; develop and provide training to staff and external clients; attend and complete annual mandatory training. 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 of error may result in significant delays in providing court-mandated responses, record production and other document production agreed between stakeholders such as, but not limited to, parties, Deputy Attorney Generals, and contract counsel; disclosure of information that could pose safety and security risks to employees, inmates, victims, family members, contractors, and institutions which may result in legal sanctions and financial penalties to the Office of Legal Affairs and 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

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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		WORKING TITLE Class Action Coordinator		
		TIME BASE / TENURE FT/Perm	CBID R01	WWG 2
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GENERAL STATEMENT

Under supervision of the Staff Services Manager I, the Class Action Coordinator provides research and analysis, and uses judgment and discretion to interpret and apply statutes, regulations, policies, and procedures for class action litigation. The incumbent is responsible for gathering, tabulating, and analyzing data and preparing reports with strict deadlines and advising management of non-compliance and potential impacts of non-compliance. The Class Action Coordinator works with attorneys, internal CDCR divisions and offices, the Office of the Attorney General (OAG), external agencies, stakeholders, and the private sector on issues related to disability accommodations, inmate health care, due process, and conditions of confinement.

The incumbent must acquire a working knowledge of Departmental activities, policies, procedures, projects, and assignments in progress and stay apprised of related changes. In addition, the Coordinator must also be comfortable with managing interruptions and reprioritizing tasks under pressure and adjust to changing priorities.

% 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.**

45%	Gather, review, analyze, and compile program reports and supporting documentation concerning <i>Armstrong v. Brown</i> , <i>Clark v. Brown</i> , and other class action litigation; compare and validate reports for completeness and accuracy; identify discrepancies and suggest recommendations; maintain the OLA assignment intake and assignment process and tracking system, including the receipt, identification, and direction of fulfilling information requests.
25%	Assist in informing management of discrepancies and potential impact to the Department; coordinate the efforts of representatives of various divisions and programs within the Department such as the Division of Adult

	Parole Operations, the Division of Adult Institutions, and the Board of Parole Hearings; review and analyze court orders in <i>Armstrong v. Brown</i> , <i>Clark v. Brown</i> , and other class action litigation. Triage, analyze, and log class action tour reports and advocacy letters.
10%	Respond to inquiries and correspondence from Departmental staff and other parties regarding <i>Armstrong v. Brown</i> , <i>Clark v. Brown</i> , and other class action litigation. Review, track, and summarize all class action billing. Assist in gathering and preparing complex legal discovery documents for staff counsel approval.
10%	Participate in meetings regarding class actions, data collection, California Public Records Act requests, and other areas in which the incumbent may be assigned. Assist in the preparation and the presentation of class action litigation training.
10%	Maintain a cloud-based website for all document production; maintain knowledge of applicable regulation, law, policies, procedures, and proposed legislation affecting class action litigation and California Public Records Act; attend and complete annual mandatory training. 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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- Consequences of error may result in significant delays in providing court-mandated responses, record production and other document production agreed between stakeholders such as, but not limited to, parties, Deputy Attorney Generals, and contract counsel; disclosure of information that could pose safety and security risks to employees, inmates, victims, family members, contractors, and institutions which may result in legal sanctions and financial penalties to the Office of Legal Affairs and to the Department.

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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

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST/
STAFF SERVICES ANALYST (GENERAL)
ESSENTIAL FUNCTIONS**

THE ESSENTIAL FUNCTIONS OF THIS POSITION INCLUDE THE FOLLOWING:

To perform this job successfully, an individual must be able to demonstrate a high degree of initiative, professionalism, tact, and confidentiality.

- Occasional travel required to Department work locations statewide as necessary.
- Knowledge of principles, practices and trends of public and business administration, and management and supportive staff services such as budgeting, personnel, and management analysis, government functions and organization and methods and techniques of effective 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. Ability to consult with and advise administrators or other interested parties on a wide variety of subject-matter areas. Ability to gain and maintain the confidence and cooperation of those contacted during the course of work. Ability to coordinate the work of others, act as a team or conference leader and appear before legislative and other committees.
- Ability to take technical and legal information and present it to layman clearly and logically. Incumbent must be able to write documents in English and at a high school level, and must be able to speak English clearly and effectively in a large group setting.
- Ability to evaluate situations accurately and take effective action, compile clear and comprehensive reports, deal tactfully with a wide range of inquiries and apply specific laws, rules and office policies and procedures.
- Knowledge of computer, and basic office equipment, hand-held computing devices and scanning/copier equipment.
- Demonstrated ability to act independently, maintain open-mindedness and flexibility, tactfully make sound business decisions and willingness to assume leadership during the Staff Services Manager I absence. Ability to communicate technical legal information to various Department staff clearly and concisely.
- Ability to learn rapidly, follow directions, communicate effectively with other staff and those contacted in the workplace. Ability to exhibit professional work habits such as punctuality, skill, neatness and dependability. Ability to make satisfactory progress in a prescribed training program. Ability to interpret written material, edit written material, write effectively and analyze written and numerical data accurately.
- All of the essential functions of the Associate Governmental Program Analyst require reaching, grasping, the repetitive motion of keyboarding, sitting/standing for lengthy periods of time and near acuity viewing ability.

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST/
STAFF SERVICES ANALYST (GENERAL)
ESSENTIAL FUNCTIONS**

- Ability to work from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Supervisor's Statement: I have discussed the duties of the position with the employee.

EMPLOYEE

SUPERVISOR

Print Name		Print Name	
Signature	Date	Signature	Date