

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Correctional Policy Research & Internal Oversight		POSITION NUMBER (Agency-Unit-Class-Serial) 065-165-5393-XXX		MCR / HCR
DIVISION / UNIT  Division Support Unit – (DSU)		CLASSIFICATION TITLE Associate Governmental Program Analyst (AGPA)		
		WORKING TITLE Hiring and Recruitment Analyst		
		TIME BASE / TENURE P/FT	CBID R01	WWG 2
LOCATION Sacramento Headquarters		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION</b>				
We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.				
<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>				
The Division Support Unit provides oversight and direct support relative to the administrative functions and services throughout the Division of Correctional Policy, Research and Internal Oversight (CPRIO). The Employment and Classification Services (ECS) Section, Human Resources, is responsible for ensuring that all CDCR hires are made on the basis of merit and for ensuring the State's Classification and Pay (C&P) Plan is upheld.				
<b>GENERAL STATEMENT</b>				
While this position supports CPRIO, it is located in the Hiring and Pre-Employment (HPE) Section of ECS. Under the general direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) acts as the primary HPE contact for CPRIO. The AGPA is responsible for facilitating seamless personnel services to CPRIO staff through the position allocation, recruitment, certification, recruitment, hiring, appointment, and C&P processes. The AGPA takes initiative and independently performs the more complex analytical staff work as it relates to the personnel management functions for CPRIO. This position requires the use of the Business Information System (BIS) for many daily activities.				
<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>		
30%	<b>ESSENTIAL FUNCTIONS</b> Independently develops complex analyses, alternatives, and recommendations for CPRIO on recruitment strategies, reclassification requests, hiring above minimum requests, redirection of staff and positions, the interview and selection process, out-of-class requests, and certification list clearances. Evaluates recruitment and hiring questions, topics, and concerns to ensure consistency with departmental and State requirements and standards. Maintains a thorough understanding of departmental policies, procedures, and applications and a working knowledge of personnel policies and procedures set forth by the California Department of Human Resources. Reviews and gathers all required candidate-hiring documents from the hiring managers for the Hiring Authority's approval. Initiates job controls for recruitment in the Examination and Certification Online System. Prepares the Hiring Manager Report and Eligibility Determination Form to determine the candidates' minimum qualifications.			
30%	Interprets and applies various personnel laws, rules, regulations, and departmental policies and procedures to facilitate a seamless provision of personnel services through the recruitment, certification, hiring, appointment, and C&P processes. Reviews and approves requests for a variety of hiring and recruitment actions, such as: Requests for Personnel Actions, transfer determinations, minimum qualification reviews, peace officer in headquarters analyses, exceptional allocations, training and development assignments, position justifications, freeze exemption requests, application screening criteria, interview questions, retired annuitant appointments,			

	reinstatements, compelling management needs assignments, alternate pay ranges, etc. in accordance with appropriate laws, rules, and regulations.
20%	Develops and maintains personnel related reports, organization charts utilizing Microsoft Visio, and tracking systems. Establishes certification lists. Creates, prints, and mails candidate contact letters. Processes electronic and hard copy employment applications. Codes certification lists based on employment applications received. Develops and provides viable candidate pools for CPRIO hiring managers. Processes list clearances. Redacts confidential information from candidate applications prior to releasing to CPRIO hiring managers.
15%	Collaborates with CPRIO’s Human Resources Liaison (HRL) and Budget Analyst on the correction of errors on the monthly expenditure reports and personnel-related budget drills, and with CPRIO’s HRL and Budget Management Branch staff on positions and expenditures as required. Works with CPRIO’s HRL on position reconciliation and vacancy reporting and tracking. Participates in vacancy meetings with CPRIO management.
5%	<p><b>MARGINAL FUNCTIONS</b></p> <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**

- 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.

**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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DIVISION / UNIT  Division Support Unit – (DSU)		CLASSIFICATION TITLE Staff Services Analyst (SSA)		
		WORKING TITLE Hiring and Recruitment Analyst		
		TIME BASE / TENURE P/FT	CBID R01	WWG 2
LOCATION Sacramento Headquarters		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION</b>				
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<b>GENERAL STATEMENT</b>				
While this position supports CPRO, it is located within the Hiring and Pre-Employment (HPE) Section of ECS. Under the supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) acts as the primary HPE contact for CPRO. The SSA is responsible for facilitating seamless personnel services to CPRO staff through the position allocation, recruitment, certification, hiring, appointment, and C&P processes. The SSA performs the less complex analytical staff work as it relates to the personnel management functions for CPRO. This position requires the use of the Business Information System (BIS) for many daily activities.				
<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>		
30%	<b>ESSENTIAL FUNCTIONS</b> Develops analyses, alternatives, and recommendations for CPRO on recruitment strategies, position reclassification requests, hiring above minimum requests, redirection of staff and positions, the interview and selection process, out-of-class requests, and certification list clearances. Evaluates recruitment and hiring questions, topics, and concerns to ensure consistency with departmental and State requirements and standards. Maintains a thorough understanding of departmental policies, procedures, and applications and a working knowledge of personnel policies and procedures set forth by the California Department of Human Resources. Reviews and gathers all required candidate hiring documents from the hiring managers for the Hiring Authority's approval. Initiates job Controls for recruitment in the Examination and Certification Online System. Prepares the Hiring Manager Report and Eligibility Determination Form to determine the candidates' minimum qualifications.			
30%	Interprets various personnel laws, rules, regulations, and departmental policies and procedures to facilitate a seamless provision of personnel services through the recruitment, certification, hiring, appointment, and C&P processes. Under supervision, reviews and approves requests for a variety of hiring and recruitment actions, such as: Requests for Personnel Actions, transfer determinations, minimum qualification reviews, peace officer in headquarters analyses, exceptional allocations, training and development assignments, position justifications, freeze exemption requests, application screening criteria, interview questions, retired annuitant appointments, reinstatements, compelling management needs assignments, alternate pay ranges, etc. in accordance with appropriate laws, rules, and regulations.			

20%	Develops and maintains personnel related reports, organization charts utilizing Microsoft Visio, and tracking systems. Establishes certification lists. Creates, prints, and mails candidate contact letters. Processes electronic and hard copy employment applications. Codes certification lists based on employment applications received. Develops and provides viable candidate pools for CPRI0 hiring managers. Processes list clearances. Redacts confidential information from candidate applications prior to releasing to CPRI0 hiring managers.
15%	Collaborates with CPRI0’s Human Resources Liaison (HRL) and Budget Analyst on the correction of errors on the monthly expenditure reports and personnel-related budget drills, and with CPRI0’s HRL and Budget Management Branch staff on positions and expenditures as required. Works with CPRI0’s HRL on position reconciliation and vacancy reporting and tracking. Participates in vacancy meetings with CPRI0 management.
5%	<p><b>MARGINAL FUNCTIONS</b></p> <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>

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