

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-210-5393-918				
UNIT NAME AND CITY LOCATED  Employment and Outreach Unit Human Resources Section – Elk Grove, CA		CLASSIFICATION TITLE Associate Governmental Program Analyst				
		WORKING TITLE Centralized Hiring Analyst				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP  2	CBID  R01	TENURE  LT	TIME BASE  FT
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Building D, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
YOU ARE A VALUED MEMBER OF THE CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES' (CCHCS) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CCHCS TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF CCHCS' MISSION.						
<b>PRIMARY DOMAIN:</b>						
Under the direction of the Staff Services Manager I, CCHCS, Human Resources Division, Employment and Outreach, Workforce Development and Employment Services, Centralized Hiring Unit (CHU), the Centralized Hiring Analyst performs the more complex analytical work in the design, organization, and implementation of a centralized hiring program that focuses on expeditiously hiring classifications defined as critical to the mission of CCHCS.						
% 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. <i>(Use addition sheet if necessary)</i>					
<b>ESSENTIAL FUNCTIONS</b>						
<b>30%</b>	Provides hiring support to institution and/or headquarter programs to fill hard-to-recruit positions by guiding candidates through the recruitment and hiring process as the principal point of contact for all hiring-related activities including coordination and completion of Human Resources (HR) paperwork and required licensing, credentialing, scheduling of interviews and tours, etc. Responds to various questions from candidates regarding nature of hiring program at institutions, hiring processes, available schedules, etc. Communicates with candidates via telephone and email regarding interviews, tentative offers of employment and formal job offers. Maintains a working knowledge of California Department of Corrections and Rehabilitation/CCHCS classifications, job specifications, pay scales, minimum qualifications, licensure/certification, available benefits, and hiring practices related to classification assigned to CHU.					
<b>30%</b>	Coordinates hiring efforts with the recruiting component of the Workforce Development Unit. Works with Institutional HR and Regional HR staff to ensure standardized CHU hiring procedures are followed. Establishes and maintains positive and professional working relationships with Institutional HR and Regional HR staff, Hiring Program Management, and Institution Executives. Communicates with Institutional HR and Regional HR staff, Hiring Program Management, and Institution Executives regarding critical components related to hiring of assigned classifications.					
<b>25%</b>	Maintains CHU Candidate and Vacancy log, ensuring daily updating of correct information.					

15%	<p>Maintains hiring folders and all required documentation to support hires. Produces high-level reports for Program and Executive Management regarding CHU hiring data and individual hiring status, as required. Creates job ads for posting on California Department of Human Resources and CCHCS job posting sites and other employment sites as required. Ensures advertisements are posted correctly and free from error. Works with the Certification Unit to request certification lists, addition of candidates to certifications, and clearing candidates from certifications.</p> <p>Reviews and analyzes CCHCS hiring reports and compares to confirmed CHU vacancies on a weekly basis to ensure all CHU advertised vacancies are correctly represented and follows-up on discrepancies. Participates in the development of internal policies and procedures. Compiles and interprets data and develops recommendations as necessary. Analyzes and prepares the less complex reports and presentations related to the Central Hiring Process. Performs other job related duties as required.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> 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.</p> <p><i>Ability to:</i> 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.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p>Strong Communication Skills  Customer/Client focus  Professionalism  Work Standards/Quality Orientation/Thoroughness  Adaptability and Flexibility  Project Management  Initiative  Diagnostic information gathering  Technical/Professional Knowledge and Skills</p> <p><i>Additional Desirable Qualifications:</i> Experience in recruiting and/or marketing. Work well independently and in a team setting. Ability to multi-task; track projects and monitor deadlines, work well under deadlines, taking appropriate action to ensure timeframes for various activities are met. Have excellent problem solving skills.</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b></p> <p>Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or to constantly lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.</p> <p>Involves packing and carrying presentation items.</p>

<b>SPECIAL PERSONAL CHARACTERISTICS</b>		
Demonstrated ability to act independently, open-mindedness, flexibility, and tact.		
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-210-5157-918				
UNIT NAME AND CITY LOCATED  Employment and Outreach Unit Human Resources Section – Elk Grove, CA		CLASSIFICATION TITLE Staff Services Analyst (General)				
		WORKING TITLE Centralized Hiring Analyst				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP  2	CBID  R01	TENURE  LT	TIME BASE  FT
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<b>ESSENTIAL FUNCTIONS</b>						
<b>30%</b>	Provides hiring support to institution and/or headquarter programs to fill hard-to-recruit positions by guiding candidates through the recruitment and hiring process as the principal point of contact for all hiring-related activities including coordination and completion of Human Resources (HR) paperwork and required licensing, credentialing, scheduling of interviews and tours, etc. Responds to various questions from candidates regarding nature of hiring program at institutions, hiring processes, available schedules, etc. Communicates with candidates via telephone and email regarding interviews, tentative offers of employment and formal job offers. Maintains a working knowledge of California Department of Corrections and Rehabilitation/CCHCS classifications, job specifications, pay scales, minimum qualifications, licensure/certification, available benefits, and hiring practices related to classification assigned to CHU.					
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<b>25%</b>	Maintains CHU Candidate and Vacancy log, ensuring daily updating of correct information.					

15%	<p>Maintains hiring folders and all required documentation to support hires. Assists in producing reports for Program and Executive Management regarding CHU hiring data and individual hiring status, as required. Creates job ads for posting on California Department of Human Resources and CCHCS job posting sites and other employment sites as required. Ensures advertisements are posted correctly and free from error. Works with the Certification Unit to request certification lists, addition of candidates to certifications, and clearing candidates from certifications.</p> <p>Reviews and analyzes CCHCS hiring reports and compares to confirmed CHU vacancies on a weekly basis to ensure all CHU advertised vacancies are correctly represented and follows-up on discrepancies. Participates in the development of internal policies and procedures. Compiles and interprets data and develops recommendations as necessary. Analyzes and prepares the less complex reports and presentations related to the Central Hiring Process. Performs other job related duties as required.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> 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.</p> <p><i>Ability to:</i> 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.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p>Strong Communication Skills  Customer/Client focus  Professionalism  Work Standards/Quality Orientation/Thoroughness  Adaptability and Flexibility  Project Management  Initiative  Diagnostic information gathering  Technical/Professional Knowledge and Skills</p> <p><i>Additional Desirable Qualifications:</i> Experience in recruiting and/or marketing.</p> <p><i>Interpersonal Skills:</i> Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b></p> <p>Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or to constantly lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.</p> <p>Involves packing and carrying presentation items.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <p>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</p>

vocational interests; and willingness and ability to accept increasing responsibility.		
SUPERVISOR'S STATEMENT: <b><i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>		
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