

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM DRP/Program Support		POSITION NUMBER (Agency-Unit-Class-Serial) 065-227-5157-857		MCR / HCR 1
DIVISION / UNIT  Education Technology		CLASSIFICATION TITLE Staff Services Analyst		
		WORKING TITLE Staff Services Analyst		
		TIME BASE / TENURE PERM/FT	CBID R01	WWG 2
LOCATION HQ	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**

Under the supervision of the Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) performs a wide variety of professional and less complex assignments, as well as, creates visual communications in connection with the production, programming and distribution of content on multiple media platforms, including but not limited to DRP-TV for the Division of Rehabilitative Programs (DRP) Media Section, Educational Technology Unit. This includes ensuring all content meets ADA compliance and is of an educational and/or rehabilitative nature and appropriate for incarcerated men and women throughout the state. The incumbent will also research, organize, and create web support solutions

**GENERAL STATEMENT**

The incumbent is expected to work collaboratively and must demonstrate strong written and verbal communication skills and be able to communicate effectively with stakeholders at all levels. The incumbent is expected to have the ability to prepare work plans, write reports, and create presentations. Travel to institutions and support of internal television systems may be required due to operational need. The incumbent is expected to have a strong working knowledge of Adobe Creative Cloud software and Microsoft Office (with an emphasis in Excel).

% 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%	Understand and maintain the architecture of Internet Protocol Television (IPTV) with cable television systems. Coordinate with team members to develop, produce, modify and distribute rehabilitative and educational content for DRP-TV. Performs the duties with respect to broadcast and video-on-demand (VOD), embracing the use of best practices, methods, principles and prescribed standards. Curating content and establishing relationships with internal and external content sources. Support statewide DRP-TV servers including content management, customer service, troubleshooting, maintenance, and establish and maintain policies and procedures. Utilize a reporting system to provide and document technical customer support for stakeholders and internal clients.

35%	Participate in a wide variety of consultative, analytical, and evaluative assignments for development, curation of content, implementation, maintenance, and support of Television Specialists in the field. Responsibilities will include participation in the analysis of needs, systems analysis, functional and detailed design, documentation, testing, installation activities, evaluation, user support, and training.
15%	Participates on project-specific work teams responsible for developing a variety of video material as needed. This includes but is not limited to instructional videos, infographics, and online training modules developed to promote rehabilitative programs. Represents DRP on multi-division public information projects, including demonstration and informational presentations. Creates presentations and takes photos at DRP-related events when needed, and provides video, audio and visual technical support.
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. Other duties are assigned.

**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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DIVISION / UNIT  Education Technology		CLASSIFICATION TITLE Associate Governmental Program Analyst		
		WORKING TITLE Associate Governmental Program Analyst		
		TIME BASE / TENURE PERM/FT	CBID R01	WWG 2
LOCATION HQ	INCUMBENT		EFFECTIVE DATE	

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Under the direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) performs a wide variety of professional and complex assignments, as well as, creates visual communications in connection with the production, programming and distribution of content on multiple media platforms, including but not limited to DRP-TV for the Division of Rehabilitative Programs (DRP) Media Section, Educational Technology Unit. This includes ensuring all content meets ADA compliance and is of an educational and/or rehabilitative nature and appropriate for incarcerated men and women throughout the state. The incumbent will also research, analyze, organize, and create web support solutions.

**GENERAL STATEMENT**

The incumbent is expected to work collaboratively, as well as independently; must demonstrate strong written and verbal communication skills and be able to communicate effectively with stakeholders at all levels. The incumbent is expected to have the ability to act as project lead, prepare work plans, write reports, and create presentations. Travel to institutions and support of internal television systems may be required due to operational need. The incumbent is expected to have a strong working knowledge of Adobe Creative Cloud software and Microsoft Office (with an emphasis in Excel).

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