

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Regulation and Policy Management Branch		POSITION NUMBER (Agency-Unit-Class-Serial) 065-196-5393-803			MCR / HCR
DIVISION / UNIT Division of Correctional Policy Research & Internal Oversight/Regulation and Policy Management Branch		CLASSIFICATION TITLE Associate Governmental Program Analyst			
		WORKING TITLE AGPA			
		TIME BASE / TENURE FT/Perm	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Sacramento, CA		INCUMBENT Rosie Ruiz		EFFECTIVE DATE 08/24/23	
CDCR'S MISSION & 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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Regulation and Policy Management Branch (RPMB) is an organizational subgroup of the Division of Administrative Services of the California Department of Corrections and Rehabilitation (CDCR). RPMB is responsible for managing the development, revision, and adoption of regulations in the California Code of Regulations, Title 15, Division 3, and operational policy in the Department Operations Manual.					
GENERAL STATEMENT Under the general direction of the Staff Services Manager I, Regulation and Policy Management Branch (RPMB), the Associate Governmental Program Analyst performs the more responsible and complex technical analytical work in the area of adoption and dissemination of California Department of Corrections and Rehabilitation regulations in the California Code of Regulations, Title 15, Division 3, and policies in the Department Operations Manual (DOM) in the area of adult corrections.					
% 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.			
ESSENTIAL FUNCTIONS					
40%	Provides subject matter expertise in Title 15 regulation development, in accordance with the standards set forth in the Administrative Procedure Act (APA), administered by the Office of Administrative Law (OAL). Consults with program staff in the development of rulemaking documents to ensure compliance with the APA. Advises program staff on APA required justifications, fiscal analysis, and supporting documents or reports relied upon in the development of a regulatory action. Conducts complex analysis of proposed language to identify inconsistencies or conflicts with existing laws and regulations. Acts as liaison with OAL to file rulemaking packages, and for publication of proposed regulations in the California Regulatory Notice Register. Schedules and conducts public hearings regarding proposed Title 15 regulations. Coordinates responses to verbal and written public comments regarding the proposed regulatory change. Coordinates the approval process on Title 15 additions and revisions with program and executive level staff. Ensures all regulations are accessible, per WCAG requirements, prior to posting.				
40%	Provides complex analysis of policy submitted by Department's program staff regarding additions and revisions to the DOM. Ensures that proposed DOM policy revisions meet Department standards for clarity, consistency, and include the necessary references to statutory and regulatory authorities. Prepares Regulatory Impact Determinations to identify if DOM revisions have regulatory impact. Coordinates the approval process on DOM				

	additions and revisions with program and executive level staff. Ensures all policies are accessible, per Web Content Accessibility Guidelines (WCAG) requirements, prior to posting.
10%	Responds to Public Records Act requests and correspondence as required. Updates RPMB project tracking documents to reflect the current status of assigned DOM and regulation projects. Completes required annual training requirements, and attends training required by management.
5%	Assists in completing other RPMB projects and duties, as needed and assigned.
5%	MARGINAL FUNCTIONS 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.

ERROR OF CONSEQUENCE

Errors at this level may result in loss of data, internal and external user dissatisfaction, lapse of service, and loss of time, which could cause significant delays in project completion. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and various negative financial impacts, lapse of service in forms, Regulation, or Department Operations Manual projects, or legal liabilities.

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 Regulation and Policy Management Branch		POSITION NUMBER (Agency-Unit-Class- Serial) 065-196-5157-803			MCR / HCR
DIVISION / UNIT Division of Correctional Policy Research & Internal Oversight/Regulation and Policy Management Branch		CLASSIFICATION TITLE Staff Services Analyst			
		WORKING TITLE SSA			
		TIME BASE / TENURE FT/Perm	CBID RO1	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Sacramento, CA		INCUMBENT none		EFFECTIVE DATE 08/24/2023	
CDCR'S MISSION & VISION					
<p>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.</p> <p>Vision 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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DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
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GENERAL STATEMENT					
Under the general direction of the Staff Services Manager I, Regulation and Policy Management Branch (RPMB), the Staff Services Analyst performs technical, analytical work in the areas of adoption and dissemination of California Department of Corrections and Rehabilitation regulations in the California Code of Regulations, Title 15, Division 3, and policies in the Department Operations Manual (DOM) in the area of adult corrections.					
% 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.			
40%		<p>ESSENTIAL FUNCTIONS</p> <p>Maintains a current understanding of Title 15 regulation development, in accordance with the standards set forth in the Administrative Procedure Act (APA), administered by the Office of Administrative Law (OAL). Consults with program staff in the development of rulemaking documents to ensure compliance with the APA. Advises program staff on APA required justifications, fiscal analysis, and supporting documents or reports relied upon in the development of a regulatory action. Conducts analysis of proposed language to identify inconsistencies or conflicts with existing laws and regulations. Acts as liaison with OAL to file rulemaking packages, and for publication of proposed regulations in the California Regulatory Notice Register. Schedules and conducts public hearings regarding proposed Title 15 regulations. Coordinates responses to verbal and written public comments regarding the proposed regulatory change. Coordinates the approval process on Title 15 additions and revisions with program and executive level staff. Ensures all regulations are accessible, per WCAG requirements, prior to posting.</p>			
40%		<p>Provides analysis of policy submitted by Department's program staff regarding additions and revisions to the DOM. Ensures that proposed DOM policy revisions meet Department standards for clarity, consistency, and include the necessary references to statutory and regulatory authorities. Prepares Regulatory Impact Determinations to identify if DOM revisions have regulatory impact. Coordinates the approval process on DOM additions and revisions with program and executive level staff. Ensures all policies are accessible, per Web</p>			

	Content Accessibility Guidelines (WCAG) requirements, prior to posting.
10%	Responds to Public Records Act requests and correspondence as required. Updates RPMB project tracking documents to reflect the current status of assigned DOM and regulation projects. Completes required annual training requirements, and attends training required by management.
5%	Assists in completing other RPMB projects and duties, as needed and assigned.
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