

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Calipatria State Prison - DAI		POSITION NUMBER (Agency-Unit-Class-Serial) 178-542-5157-801		MCR / HCR 1/H	
DIVISION / UNIT Administration Community Resources - RAC		CLASSIFICATION TITLE Staff Services Analyst (G)			
		WORKING TITLE Staff Services Analyst (G) - RAC			
		TIME BASE / TENURE P/FT	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Imperial		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION					
We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.					
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 Division of Adult Institutions (DAI) is comprised of for mission-based disciplines which include Reception Centers, High Security (Males), General Population (Males), and Female Offenders. The Division works with partners in the community, all levels of government, the academic and research communities and all levels of law enforcement in the development and initiation of new programs designed to improve incarcerated persons programming while incarcerated and to increase successful reintegration into the community.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
Under the supervision of the Community Resources Manager (CRM), the Staff Services Analyst (SSA) assists with the analytical work related to data collection in support of the Rehabilitative Achievement Credit (RAC) earning programs, Milestone Completion Credit (MCC) earning programs, Incarcerated Persons Leisure time Activity Groups (ILTAGs), Self-Help Programs, Innovative Grant Recipient (IGR) programs, Self-Help Sponsors, and Volunteers. The SSA assists the CRM in preparing summary and statistical reports, and assists in overall program coordination on quality improvement activities.					
% 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%	ESSENTIAL FUNCTIONS Maintain Assists in performing research, collecting data and preparing summary statistical data for the CRM, CDCR and legislative review and other reporting purposes. Assists in analyzing and reporting on program performance based on COMPSTAT and Program Inventory data. Assists in the submission of accurate data to produce a variety of management reports to meet programmatic needs. Provides procedures and guidance for the tracking of attendance for RAC, MCC, IGR, Self-Help and ILTAG programs. Assists the CRM in evaluating reports for incarcerated persons programs, Warden, Incarcerate Persons Assignment Lieutenant and headquarters executive staff.				
30%	Reviews the program inventory program profile of "self-help", and volunteer programs. Provides a clear description of the programs currently operating at the institution. Assists in conducting assessments and evaluates programs on an ongoing basis to assess program outcomes, volunteer increase and expansion, MCC, RAC and success. Updates and maintains briefing and findings documents.				

15%	Provide administrative support, participates in meetings, workgroups and makes presentations to develop and improve procedures and policy development to enhance program services. Assists with the development of the CRM annual plan. Assists the CRM with the tracking procedure of volunteers and training requirements in the institution's volunteer Tracking system (VTRACK). Assist directly with the Volunteer Advisory Committee (VAC) and Citizens Advisory Committee (CAC) to further expand the institutions presence in the community and increase volunteer support. Provides assistance with the scheduling of Self-Help Sponsors, monitor expenditures for self-help sponsors and self- help materials and supplies.
15%	Assists in periodic program evaluations and standards compliance reviews of the assigned programs and track program space. Assists and responds to incarcerated persons inquiries, and community and volunteer inquiries.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated individuals, visitors, nonemployees and employees shall be made aware of this.
- **Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Education And/Or Experience:** Candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment. Equivalent to completion of the 12th grade; and Four years of experience performing analytical, technical, clerical and/or customer service duties. Academic education from an accredited college/university may be substituted for the required experience on a year for year basis.
- **Language Skills:** Present ideas and information effectively both orally and in writing to employees, management, and other agencies. Ability to read, analyze, and interpret medical and legal reports as well as administrative procedures.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute ratio, percent, and to draw and interpret graphs.
- **Reasoning Ability:** Reason logically and creatively using a variety of analytical techniques to resolve complex problems. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- **Other Skills And Abilities:** Ability to work on several priority issues simultaneously. Act independently. Be open-minded, flexible, and exhibit tact. Ability to gain and maintain the confidence of those contacted during the course of work; to work under time constraints; to negotiate with and instruct others; and to maintain regular attendance and to be punctual.
- **Other Qualifications:** Extensive knowledge of methods and techniques used to monitor, review, audit, and evaluate government programs to provide findings and recommendations to management and general knowledge of personal computers and software to effectively prepare reports, manuals, and correspondence, etc. General knowledge of training/communication principles and techniques to effectively disseminate information.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee works indoors in a thermostatically controlled environment. The floors for performance of all duties are linoleum.
- **Machines, Tools, Equipment, And Work-Aids:** The employee utilizes a computer, television/VCR unit, printer, telephone, vertical filing cabinets, copy machines, shredder, fax machine, scanner, and the usual office supplies.
- Information for this job description was obtained by reviewing the California State Personnel Board Specification and by observation of the duties as they are currently performed.

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

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		WORKING TITLE Associate Governmental Program Analyst - RAC			
		TIME BASE / TENURE P/FT	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
Under the direction of the Community Resources Manager (CRM), the Associate Governmental Program Analyst (AGPA) is responsible for independently performing a variety of sensitive analytical work related to Rehabilitation Achievement Credit (RAC) earning programs, Milestone Completion Credit (MCC) earning programs, Inmate Leisure Time Activity Groups (ILTAGs), Self-Help Programs, Innovative Grant Recipient (IGR) programs, Self-Help Sponsors, and Volunteers. Incumbent is responsible for the review and monitoring of reportable statistics and data collection related to these programs. Incumbent develops analyses of ILTAG productivity, provides written reports; and assists in overall program improvement. The AGPA will be responsible for monitoring of the Self-Help funding allotments for program materials and supplies as well as Self-Help Sponsor positions.					
% 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%	ESSENTIAL FUNCTIONS Evaluates potential RAC programs criteria and process. Analyzes and prepares reports regarding RAC, MCC, IGR, and ILTAG programs and services. Ensures attendance tracking, documentation, and analysis of legislatively mandated credits for RAC and MCC programs are conducted within specific timeframes. Analyzes data to ensure successful completion dates are accounted in the calculation of the incarcerated person's earliest release date. Responsible for performing research, collecting data and preparing summary reports of incarcerated persons programs for the CRM, Warden, Assignment Lieutenant, and headquarters executive staff. Reviews, updates and analyzes Computerized Statistics (COMPSTAT), Strategic Offender Management System (SOMS), and Incarcerated Persons Inventory databases in SharePoint to track and evaluate program statistics in order to provide recommendations of program adjustments.				
30%	Analyzes costs associated with operating programs and provides presentations on the data. Closely monitors and evaluates Self-Help Program 27 funding expenditures and report findings to the CRM and management on a regular basis. Conducts independent assessments and evaluate programs on an ongoing basis to assess				

	<p>program outcomes, determines if volunteer increase/expansion is needed, and tracks space availability relative to program expansions. Assess milestones success and provides recommendations based on findings. Collaborates with Incarcerated Persons Assignment Office to ensure incarcerated persons are assigned to programs via established SOMS waitlists and establish dis-enrollment processes for incarcerated persons failing to attend RAC programming.</p>
15%	<p>Participates in meetings, develops training material, delivers training, conducts research and responds to inquiries from staff and incarcerated persons. Conducts program evaluations and standards compliance reviews of the assigned programs. Responsible for the development of the CRM annual plan for review and submission by the CRM. Acts on behalf of the CRM as required, including representation at various meetings and conferences. Prepares and delivers presentations for public agencies and community organizations.</p>
15%	<p>Participates in meeting/workgroups to develop, improve procedures, revises and propose policy development to enhance program services. Provides overall oversight of the institution's Volunteer Tracking System (VTRACK). Reviews and audits volunteer application packets for completion prior to submission to CRM and hiring authority.</p>

SPECIAL REQUIREMENTS

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- **QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **EDUCATION and/or EXPERIENCE:** The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year for year basis) I: Experience-One year of experience performing the duties of a Staff Services Analyst, Range C or II: Experience- Three years of professional and analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation or policy analysis. Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment. (One year of graduate work in public or business administration, industrial relations, psychology, law, political science, or a related field may be substituted for six months of the required non-supervisory experience.)
- **LANGUAGE SKILLS:** Present ideas and information effectively both orally and in writing to employees, management, and other agencies. Ability to read, analyze, and interpret medical and legal reports as well as administrative procedures.
- **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute ratio, percent, and to draw and interpret graphs.
- **REASONING ABILITY:** Reason logically and creatively using a variety of analytical techniques to resolve complex problems. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- **OTHER SKILLS AND ABILITIES:** Ability to work on several priority issues simultaneously. Act independently. Be open-minded, flexible, and exhibit tact. Ability to gain and maintain the confidence of those contacted during the course of work; to work under time constraints; to negotiate with and instruct others; and to maintain regular attendance and to be punctual.
- **OTHER QUALIFICATIONS:** Extensive knowledge of methods and techniques used to monitor, review, audit, and evaluate government programs to provide findings and recommendations to management and general knowledge of personal computers and software to effectively prepare reports, manuals, and correspondence, etc. General knowledge of training/communication principles and techniques to effectively disseminate information.
- **WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee works indoors in a thermostatically controlled environment. The floors for performance of all duties are linoleum.
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