

DUTY STATEMENT



1. Institution/Division/Office: COR/Operations/CALPIA		2. Unit/Industry/Enterprise: Healthcare Facilities Maintenance (HFM)	
3. Classification Title: Staff Services Analyst (SSA)		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 073-760-5157-801		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the supervision of the Administrator, the incumbent assists with Healthcare Facilities Maintenance (HFM) research and analytical functions in support of the overall work activities of the Industry Employment Program (IEP) at their assigned Institutions. This position will provide assistance in processing, recruitment and filling of HFM and other enterprise incarcerated individual positions.			
8. Work Schedule: Monday – Friday, 8:00am – 5:00pm			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
		ESSENTIAL FUNCTIONS	
30%		Support uniform policy and procedures as they relate to the HFM portion of the Industry Employment Program (IEP), completed through monthly and quarterly HFM meetings to incarcerated individual enrollment, distribution of examination materials, and maintaining the institutions assigned HFM data collection. Assist with providing incarcerated individual development, transitional and cognitive behavioral training to CALPIA HFM staff and incarcerated individuals. Assist with providing support in the development, implementation, and training on CALPIA HFM internal and external certification, monitor incarcerated individual enrollment and maintain local data collection. Secondly, this position will provide the above support to other enterprises within the assigned institutions as time permits.	
25%		Assist with the tracking, monitoring, and compiling of HFM monthly and quarterly statistics, data analysis, and reports as requested by management. Assist with the completion of HFM incarcerated individual statistical data analysis, development, charting, and develop comprehensive reports derived from the IEP database system as requested by management. Research and respond to IEP inquires and resolves complaints from HFM incarcerated individuals, enterprise administration and institutional staff. Tracks, records, and maintains all electronic files for HFM IEP incarcerated individual eligibility and enrollment in accredited and non accredited certifications, and transition to IEP. Gathers HFM related data and provides analysis of General Education Development (GED) data and provides feedback to administration and enterprises to maintain incarcerated individual CALPIA IEP GED requirements. Secondly, this position will provide the above support to other enterprises within the assigned institutions as time permits.	
15%		Assist with Coordinating a variety of HFM IEP program support functions. Review, process, track and enter the HFM incarcerated individual nominations and closure process of all accredited and non-accredited certifications, and transition to employment programs. Administer and perform the functions of a proctor for HFM IEP certifications, testing, and exams. Secondly, this position will provide the above support to other enterprises within the assigned institutions as time permits.	
15%		Provide IEP training to all new CALPIA staff. Provides training and supervises incarcerated individuals to support the day-to-day relevant IEP organization and general data organization. Assist with Computing and gathering all the institutions enterprise lost hour reporting and verifies the data is correct before submitting electronically to IEP Central Office.	
10%		Aid in the processing, recruitment, and filling of HFM and other enterprise incarcerated individual positions.	
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<p>9. Percentage (%) of time performing duties:</p> <p style="text-align: center; margin-top: 20px;">5%</p>	<p>10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.</p> <p style="text-align: center; margin-top: 10px;">MARGINAL FUNCTIONS</p> <p>Perform other duties as required related to the classification. Attends mandatory or job-related trainings. Act as back up to the Office Technician to assist with filling HFM and other enterprise civil service positions.</p> <p style="text-align: center; margin-top: 40px;">ADDITIONAL EXPECTATIONS</p> <p>Incumbents maintain order and supervise the conduct and work performance of persons assigned to work in a California Prison Industry Authority enterprise or program; prevent escapes and injury by these person, to themselves or others or to property by requesting assistance of the correctional staff assigned to the area through the use of whistles, personal alarm devices, or other means necessary; maintain security of working areas and work materials by confirming incarcerated individuals attendance and tool control throughout the assigned shift; inspect premises and work areas of incarcerated individuals for contraband, such as weapons or illegal drugs.</p>
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11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:

<p>PRINT EMPLOYEE NAME: Vacant</p>	<p>EMPLOYEE SIGNATURE:</p>	<p>DATE:</p>
<p>PRINT MANAGER/SUPERVISOR NAME: Ronald Flock</p>	<p>MANAGER/SUPERVISOR SIGNATURE:</p>	<p>DATE:</p>
<p>HR APPROVAL: KS 4/3/25</p>		