

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 674-221-5393-800				
UNIT NAME AND CITY LOCATED Nursing Services Whole Person Care Program		CLASSIFICATION TITLE Analyst II				
		WORKING TITLE Analyst II (AGPA)				
		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				
INCUMBENT (If known)		EFFECTIVE DATE				

YOU ARE A VALUED MEMBER OF THE DEPARTMENT’S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT 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 THE DEPARTMENT’S MISSION.

PRIMARY DOMAIN:

Under the supervision of the Supervising Registered Nurse II (SRN II) Whole Person Care Program, the Analyst II is responsible for providing independent administrative and technical support for the more complex duties involved in the planning, development, implementation, and evaluation of nursing programs for the Whole Person Care Program (WPCP), a Residential Treatment Program and Medication Assisted Treatment (MAT) Program that operate within the California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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>
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ESSENTIAL FUNCTIONS

40%	Works independently to provide support to the development, implementation, and evaluation of WPCP operations by ensuring that institutional data collected is measured, reviewed, and reported. Responsible for gathering and tabulating data, identifying and analyzing trends, recognizing and identifying barriers, assessing risks, utilizing survey methods and psychosocial business intelligence, making recommendations aimed at improving operations, reducing costs, and/or avoiding litigation. Develops and/or improves data collection mechanisms, utilizes various tracking methods, including Excel databases, monitors data collected, and follows up for clarification or additional information, as needed. Tracks remediation and improvement of identified issues. Utilizes data collected and analyzed to create issue papers, draft procedures, memorandums, reports, and various other types of correspondence for a variety of audiences, including, but not limited to: institutions, other agencies, contractors, and management and nursing leadership.
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35%	Works independently to plan, implement, monitor, and evaluate compliance with WPCP, MAT, and Inmate Medical Services Program Policies and Procedures (IMSP&P). Performs analyses of policies, procedures, and processes to determine whether there is an impact to WPCP. Plans and develops training materials, desk procedures, user guides for the Electronic Health Records System (EHRS) and/or standardized policies and procedures for WPCP. Maintains the list of institutional
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20%	<p>partners, community providers, clinics, and serves as a liaison between the institution staff, headquarters, and internal and external stakeholders; and coordinates Telehealth appointments with WPCP staff and stakeholders. Supports administrative operations including development and management of work plans, programming schedules, procedural drafts, Budget Change Proposals (BCPs), finance letters, contracts, Memorandums of Understanding (MOU), project budget, human resources, space planning, equipment and supply needs. Provides targeted technical assistance to WPCP staff utilizing care team tools, dashboard, and registry data. Manages, catalogues, and prepares reports for WPCP meetings.</p>
5%	<p>Assists in planning, participates in and supports presentations, workgroups, trainings, committees and/or orientations with a variety of audiences. May require travel to institutions, regional offices, or other designated sites.</p> <p>Performs other related duties as assigned.</p>
<p>KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, management analysis; and governmental functions and organization.</p> <p><i>Ability to:</i> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental 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; and gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p>DESIRABLE QUALIFICATIONS <i>Special Personal Characteristics:</i> Ability to act independently in a team setting. Willingness to do routine or complex work in the practical application of administrative principles. Demonstrates capacity for development as evidenced by work history, academic attainment, participation in school or other activities, and willingness and ability to accept increasing responsibility.</p> <p><i>Interpersonal Skills:</i> Be open-minded, flexible, respectful, and tactful.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position must be reasonably expected to exert up to 20 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to 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>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</p>	
<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>
<p>DATE</p>	
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</p>	
<p>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.</p>	
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>
<p>DATE</p>	

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) XXX-XXX-5157-XXX				
UNIT NAME AND CITY LOCATED Nursing Services Whole Person Care Program		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE Analyst I (SSA)				
		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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PRIMARY DOMAIN:						
Under the supervision of the Supervising Registered Nurse II (SRN II) Whole Person Care Program, the Analyst I is responsible for providing administrative and technical support for the analytical duties involved in the planning, development, implementation, and evaluation of nursing programs for the Whole Person Care Program (WPCP), a Residential Treatment Program and Medication Assisted Treatment (MAT) Program that operate within the California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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>					
ESSENTIAL FUNCTIONS						
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20%	of institutional partners, community providers, clinics, and serves as a liaison between institution staff, headquarters, and internal and external stakeholders; and coordinates Telehealth appointments with WPCP staff and stakeholders. Supports administrative operations including development and management of work plans, programming schedules, procedural drafts, Budget Change Proposals (BCPs), finance letters, contracts, Memorandums of Understanding (MOU), project budget, human resources, space planning, equipment and supply needs. Provides targeted technical assistance to WPCP staff utilizing care team tools, dashboard, and registry data. Manages, catalogues, and prepares reports for WPCP meetings.
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