

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Administrative Services	POSITION NUMBER (Agency-Unit-Class-Serial) 065-572-5157-824			MCR / HCR 1
DIVISION / UNIT  Human Resources Personnel Operations and Support Workforce Development Policy and Communications	CLASSIFICATION TITLE Analyst I			
	WORKING TITLE Policy Analyst			
	TIME BASE / TENURE FT/Perm	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Sacramento, CA	INCUMBENT		EFFECTIVE DATE	
<b>CDCR'S MISSION, VISION and COMMITMENT</b>				
<p><b>Mission</b>                  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><b>Vision</b>                  We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p><b>Commitment</b>                  CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.</p> <p>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.</p>				
<b>DIVISION OVERVIEW</b>				
Responsible for the development, revision, and maintenance of the most complex departmental personnel policies, processes, and procedures. Complete varied personnel-related projects, using advance research, presentation, and project management				
<b>GENERAL STATEMENT</b>				
Under the direction of the California Department of Corrections and Rehabilitation (CDCR), Human Resources (HR) Policy, Administration, and Compliance, Supervisor I, the Analyst I is responsible for the development of complex departmental personnel policies, processes, and procedures. This Analyst I works independently without close supervision, to create and revise policies and procedures, and completion of a variety of personnel-related projects, through effective communication, analytical competency, critical thinking skills, good judgement, and a display of professional and positive demeanor at all times.				

% 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.
35%	Research, interpret, and communicate current and newly-issue personnel policies from State control agencies (ex: the California Department of Human Resources, the California Public Employees’ Retirement System, the State Controller’s Office) to impacted employees and personnel staff, both regionally and statewide. Plan, organize, write, and distribute policy and procedure memoranda, information bulletins, manuals, guides, and job aids. Ensure policies and procedures are approved by subject matter experts (SME) and stakeholders, such as the Office of Labor Relations and the Office of Legal Affairs..
35%	Update HR policies and procedures in the Department Operations Manual (DOM) and electronic Personnel Operations Manual (ePOM). Research, review, interpret, and write policies and procedures based upon civil service laws, rules, codes, and bargaining unit contracts. Ensure DOM, ePOM revisions and inclusions are approved by SME’s, stakeholders, and the CDCR Regulation and Policy Management Branch (RPMB).
15%	Revise and develop departmental forms using Microsoft Office and Adobe software programs and work with SME’s and stakeholders in the forms process. Ensure all HR forms are current and available to employees and CDCR Personnel Offices.
5%	Complete required annual trainings (LMS and OJT).
5%	Provide assistance to other HR program areas in the development and implementation of policy and procedures.
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 and weekly telework logs.

**SPECIAL PERSONAL CHARACTERISTICS**

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, 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 timeline 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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**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Administrative Services	POSITION NUMBER (Agency-Unit-Class-Serial) 065-572-5393-824		MCR / HCR 1
DIVISION / UNIT  Human Resources Personnel Operations and Support Workforce Development Policy and Communications	CLASSIFICATION TITLE Analyst II		
	WORKING TITLE Policy Analyst		
	TIME BASE / TENURE FT/Perm	CBID R01	WWG 2
LOCATION Sacramento, CA	INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION, VISION and COMMITMENT</b>			
<p><b>Mission</b>                  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><b>Vision</b>                  We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p><b>Commitment</b>                  CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.</p> <p>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.</p>			
<b>DIVISION OVERVIEW</b>			
Responsible for the development, revision, and maintenance of the most complex departmental personnel policies, processes, and procedures. Complete varied personnel-related projects, using advance research, presentation, and project management			
<b>GENERAL STATEMENT</b>			
Under the direction of the California Department of Corrections and Rehabilitation (CDCR), Human Resources (HR) Policy, Administration, and Compliance, Supervisor I, the Analyst II is responsible for the development of complex departmental personnel policies, processes, and procedures. This Analyst II works independently without close supervision, to create and revise policies and procedures, and completion of a variety of personnelrelated projects, through effective communication, analytical competency, critical thinking skills, good judgement, and a display of professional and positive demeanor at all times.			

<b>% of time performing duties</b>	<b>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.</b>
35%	Research, interpret, and communicate current and newly-issue personnel policies from State control agencies (ex: the California Department of Human Resources, the California Public Employees’ Retirement System, the State Controller’s Office) to impacted employees and personnel staff, both regionally and statewide. Plan, organize, write, and distribute policy and procedure memoranda, information bulletins, manuals, guides, and job aids. Ensure policies and procedures are approved by subject matter experts (SME) and stakeholders.
35%	Update HR policies and procedures in the Department Operations Manual (DOM) and electronic Personnel Operations Manual (ePOM). Research, review, interpret, and write policies and procedures based upon civil service laws, rules, codes, and bargaining unit contracts. Ensure DOM, ePOM revisions and inclusions are approved by SME’s, stakeholders, and the CDCR Regulation and Policy Management Branch (RPMB).
15%	Revise and develop departmental forms using Microsoft Office and Adobe software programs and work with SME’s and stakeholders in the forms process. Ensure all HR forms are current and available to employees and CDCR Personnel Offices.
5%	Complete required annual trainings (LMS and OJT).
5%	Perform as a Subject Matter Expert (SME) as needed and provide assistance to other HR program areas in the development and implementation of policy and procedures.
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 and weekly telework logs.

**SPECIAL PERSONAL CHARACTERISTICS**

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, 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 timeline goals, and varying degrees of negative financial impacts to the department.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE’S STATEMENT:**

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EMPLOYEE’S NAME (Print)	EMPLOYEE’S SIGNATURE	DATE
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**SUPERVISOR’S STATEMENT:**

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SUPERVISOR’S NAME (Print)	SUPERVISOR’S SIGNATURE	DATE
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**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>Administrative Services</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>065-572-5157-821</b>		MCR / HCR <b>1</b>
DIVISION / UNIT  <b>Human Resources Compliance and Administrative Services</b>		CLASSIFICATION TITLE <b>Analyst I</b>		
		WORKING TITLE <b>Analyst I</b>		
		TIME BASE / TENURE <b>FT/Perm</b>	CBID <b>R01</b>	WWG <b>2</b>
LOCATION <b>Sacramento, CA 95827</b>		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> 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><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
<b>COMMITMENT STATEMENT</b>				
<p>California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.</p> <p>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.</p>				
<b>DIVISION OVERVIEW</b>				
<p>The mission of Human Resources is to provide a positive employee experience through the delivery of excellent customer service. Our goal is to have a trusted human resources management program that is service-oriented and policy compliant to: recruit and retain top talent, provide meaningful wellness programs, empower professional development, create innovative solutions to deliver a diversified high performing workforce.</p>				
<b>GENERAL STATEMENT</b>				
<p>Under the supervision and guidance of the Supervisor I, Compliance and Audit Support Unit, in a customer service-oriented team environment, the Analyst I performs the less complex duties to achieve compliance with Fair Political Practices Commission (FPPC) laws, all departmental mandates, policies, and procedures. The incumbent performs analytical staff services related to the Conflict of Interest (COI) and ethics requirements for CDCR employees. Additionally, the Analyst I works on various less complex tasks maintaining the Statewide Telework Program (STP). The incumbent is expected to use a variety of analytical techniques, develop</p>				

and evaluate alternatives, exercise good judgment, communicate effectively, and always portray a professional and positive demeanor. Additionally, the incumbent is expected to demonstrate open-mindedness, flexibility, and tact.

<b>% of time performing duties</b>	<b>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.</b>
30%	As part of the team functioning in the role as CDCR’s COI Statewide Filing Officer, assist in ensuring the Department is in compliance with FPPC regulations. Assist with analyzing and maintaining the CDCR COI Code on an ongoing basis, including advising management and stakeholders which classifications should be included and excluded on the Code, recommending appropriate disclosure categories, and providing required justifications and supporting documentation. Advise CDCR employees of their filing requirements. Assist with performing audits on filer profiles and push out amendments as needed. Run compliance reports to share with internal and external stakeholders. Perform ongoing data reconciliations between control system data and eDisclosure data to ensure COI activity is accurately captured. Participate in COI projects, meetings, and workgroups. Contribute to COI Program updates and reports, as requested. Assist with maintaining and updating COI data and resources on CDCR’s SharePoint site. Provide peer support as necessary to other COI Analysts in the Unit.
25%	Respond to inquiries submitted to the COI mailbox and electronic systems to track and address COI issues received, pending transfers, and inquiries submitted for resolution. Assist with researching, investigating, and preparing notifications and responses to inquiries of COI officials and statements relating to Form 700. Maintain the accuracy of COI filer profiles in eDisclosure. Review timely and late filed statements for accuracy and omissions. Ensure delinquent Form 700 statements are received and notify FPPC as appropriate regarding non-filers.
25%	Assist with the research, analysis, and recommendations on telework related inquiries, and to ensure compliance with telework laws and policies. Assist with the research and perform analysis of telework data in order to identify trends, issues, or problems with report data. Research and resolve telework tickets representing staff-generated technical requests or problems. Perform administrative functions such as migrating data, exporting documents, and/or generating reports for administrative reference. Process employee data to ensure receipt and completion of Telework Agreement Packages through the departmental process. Participate in telework related workgroups.
15%	Assist in the coordination with CDCR’s training areas to ensure compliance with all required COI ethics training. Assist in reviewing proposed legislative changes impacting COI filers and make recommendations to management. Provide assistance and training to Filing Officials to maintain COI filing requirements and accuracy within CDCR’s filing system. Participate in ongoing team meetings to discuss COI Program status, barriers, and solutions, and brief management accordingly. Assist in developing and maintaining job aids and reference tools, including processes and procedures for annual, assuming, leaving, and referring filers, as well as maintaining the COI Code.
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.

**SPECIAL PERSONAL CHARACTERISTICS**

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
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CONSEQUENCE OF ERROR		
<ul style="list-style-type: none"><li>The actions of the incumbent have a direct bearing on the success, integrity, and legality of the Department’s Human Resources management and Compliance and Audit Support programs.</li></ul>		
<b>To be reviewed and signed by the supervisor and employee:</b>		
<b>EMPLOYEE’S STATEMENT:</b>		
<ul style="list-style-type: none"><li><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i></li></ul>		
EMPLOYEE’S NAME (Print)	EMPLOYEE’S SIGNATURE	DATE
<b>SUPERVISOR’S STATEMENT:</b>		
<ul style="list-style-type: none"><li><i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i></li><li><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i></li></ul>		
SUPERVISOR’S NAME (Print)	SUPERVISOR’S SIGNATURE	DATE

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Administrative Services		POSITION NUMBER (Agency-Unit-Class-Serial) 065-572-5393-821		MCR / HCR 1
DIVISION / UNIT  Human Resources Compliance and Administrative Services		CLASSIFICATION TITLE Analyst II		
		WORKING TITLE Analyst II		
		TIME BASE / TENURE FT/Perm	CBID R01	WWG 2
LOCATION Sacramento, CA 95827		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> 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><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
<b>COMMITMENT STATEMENT</b>				
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<b>DIVISION OVERVIEW</b>				
<p>The mission of Human Resources is to provide a positive employee experience through the delivery of excellent customer service. Our goal is to have a trusted human resources management program that is service-oriented and policy compliant to: recruit and retain top talent, provide meaningful wellness programs, empower professional development, create innovative solutions to deliver a diversified high performing workforce.</p>				
<b>GENERAL STATEMENT</b>				
<p>Under the direction of the Supervisor I, Compliance and Audit Support Unit, in a customer service-oriented team environment, the Analyst II works independently performing complex duties to achieve compliance with Fair Political Practices Commission (FPPC) laws, all departmental mandates, policies, and procedures. The incumbent is responsible for analytical staff services related to the Conflict of Interest (COI) and ethics requirements for CDCR employees. Additionally, the AGPA works independently on various tasks maintaining the Statewide Telework Program (STP). The incumbent is expected to use a variety of analytical techniques, develop</p>				

and evaluate alternatives, exercise good judgment, communicate effectively, and portray a professional and positive demeanor at all times. Additionally, the incumbent is expected to act independently, and demonstrate open-mindedness, flexibility, and tact.

<b>% of time performing duties</b>	<b>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.</b>
30%	Functions in a lead role as the Filing Officer for CDCR's COI Statewide Program. As such, the AGPA ensures the Department is in compliance with FPPC regulations. Consult, communicate, and respond to requests and correspondence from the FPPC. Analyze and maintain CDCR's COI Code on an ongoing basis, including advising management and stakeholders which classifications should be included and excluded on the Code, recommending appropriate disclosure categories, and providing required justifications and supporting documentation. Advise CDCR employees of their filing requirements. Perform audits on filer profiles and push out amendments as needed. Run compliance reports to share with internal and external stakeholders. Perform ongoing data reconciliations between control system data and eDisclosure data to ensure COI activity is accurately captured. Act as the lead on COI projects, workgroups, and meetings. Consult with stakeholders to determine and implement changes to CDCR's COI Code and Program. Provide COI Program updates and reports, as requested by management. Maintain and update COI data and resources on the SharePoint site. Provide lead and peer support as necessary to other COI Analysts in the Unit.
25%	Respond to inquiries submitted to the COI mailbox and electronic systems to track and address COI issues received, pending transfers, and inquiries submitted for resolution. Research, investigate, and prepare notifications and responses to inquiries of COI officials and filers relating to Form 700. Maintain the accuracy of COI filer profiles in eDisclosure. Review timely and late filed statements for accuracy and omissions. Ensure delinquent Form 700 statements are received and notify FPPC as appropriate regarding non-filers.
25%	Research, analyze, and make recommendations on telework related inquiries, and to ensure compliance with telework laws and policies. Research and perform analysis of telework data in order to identify trends, issues, or problems with report data. Research and resolve the more complex telework tickets representing staff-generated technical requests or problems. Perform administrative functions such as migrating data, exporting documents, and/or generating reports for administrative reference. Process employee data to ensure receipt and completion of Telework Agreement Packages through the departmental process. Participate in telework related workgroups.
15%	Coordinate with CDCR's training areas to ensure compliance with all required COI ethics training. Review proposed legislative changes impacting COI filers and make appropriate recommendations to management. Provide assistance and training to Filing Officials to maintain COI filing requirements and accuracy within CDCR's filing system. Lead ongoing team meetings with COI analysts to discuss COI Program status, barriers, and solutions, and brief management accordingly. Develop and maintain job aids and reference tools, including processes and procedures for annual, assuming, leaving, and referring filers, as well as maintaining the COI Code.
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.

**SPECIAL PERSONAL CHARACTERISTICS**

- Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.
- Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; 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.

**SPECIAL REQUIREMENTS**

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**CONSEQUENCE OF ERROR**

- The actions of the incumbent have a direct bearing on the success, integrity, and legality of the Department's Human Resources management and Compliance and Audit Support programs.

**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:**

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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**DUTY STATEMENT**

1. Institution/Division/Office:	2. Unit/Industry/Enterprise:
3. Classification Title:	4. Proposed Incumbent (if known):
5. Current Position Number (Agency-Unit-Class-Serial):	6. Effective Date:
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:	
8. Work Schedule:	
9. Percentage (%) of time performing duties:	<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;"><b>ESSENTIAL FUNCTIONS</b></p> <p style="text-align: center;">(Continued on Page Two)</p>



**DUTY STATEMENT**

<b>1. Institution/Division/Office:</b> CALCTRA/Administration/Human Resources		<b>2. Unit/Industry/Enterprise:</b> Return to Work/ Medical Management	
<b>3. Classification Title:</b> Analyst II		<b>4. Proposed Incumbent (if known):</b> Vacant	
<b>5. Current Position Number (Agency-Unit-Class-Serial):</b> 063-043-5393-810		<b>6. Effective Date:</b>	
<b>7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:</b> Under the direction of the Return-to-Work Manager, Supervisor I, the Analyst II, Return-to-Work Coordinator (RTWC) independently manages assigned cases for the California Correctional Training and Rehabilitation Authority (CALCTRA) Workers' Compensation (WC) through the State Compensation Insurance Fund (SCIF), FMLA/CFRA, Reasonable Accommodation (RA), and Ergonomics Programs for their assigned roster/caseload. Will correspond with internal and external stakeholders and control agencies on behalf of CALCTRA. Provides assistance to supervisors in medical management processes and makes recommendations for medical-related personnel actions. The Return-to-Work Coordinator will be responsible for maintaining the utmost confidentiality of all personnel and medical management (MM) information.			
<b>8. Work Schedule:</b> Monday - Friday; 8:00am to 5:00pm			
<b>9. Percentage (%) of time performing duties:</b>		<b>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.</b>	
30%		<p style="text-align: center;"><b>ESSENTIAL FUNCTIONS</b></p> <p>Responsible for independent medical case management, claim intake and tracking and appropriate documentation such as Employer's First Report of Injury (SCIF 3067), Workers Compensation Claim Form (SCIF 3301/3580), Acknowledgement of Receipt of SCIF 3301, Accident Investigation Report, medical substantiation, wage statement requests, duty statements, and provides to SCIF for timely claim reporting. Provides independent complex and technical consultation to managers, supervisors, and employees about rights and benefits under WC laws. Ensures compliance with laws, policies, and regulatory timelines. Prepares cases for settlement; makes recommendations to management and executives; and monitors case closure. Assists attorneys representing CALCTRA in preparing litigated cases for hearings and trials by providing requested information; and attends Workers' Compensation Appeals Board (WCAB) trials and hearings statewide as needed as the CALCTRA representative, which may require travel. Meets with SCIF adjusters regarding case management. Communicate complex cases and findings to supervisor and collaborate with the Employee Relations Officer and managers ensuring required approvals are obtained.</p>	
25%		Independently manages FMLA/CFRA case load including providing consultation to managers, supervisors, and employees regarding FMLA/CFRA laws and regulations. Responsible for determining eligibility. Draft and provide timely notice of approvals, denials, and expiring cases. Assess options for alternative entitlements and communicate with local and field personnel offices related to FMLA/CFRA compliance and attendance matters. Complete corresponding Off Work Orders (OWO) or Leave of Absence (LOA) paperwork. Monitor expiration date of approved cases to assist supervisors and managers with questions or concerns related to employees' need for extension, return to work, etc.	
15%		Independently coordinates the Reasonable Accommodation (RA) and Ergonomics Programs for CALCTRA by working with the supervisor and affected employees to determine the appropriate worksite or scheduling modification for enabling employees to perform the essential functions of their job. Provides workstation ergonomic evaluations for Central Office employees to prevent workplace injuries. Will assist supervisors and employees with RA options ensuring compliance with Fair Employment and Housing Act (FEHA) and Americans with Disabilities Act (ADA).	
10%		Maintains MM statistics and prepare reports utilizing information from multiple sources. Will assist in the development and revision of policies, procedures, and forms as needed, based on business needs and/or evolving regulations. May provide guidance to the Office Technician (Typing) and Analyst I who assist with creating case profiles in Microsoft Teams and MicroNiche, and the uploading of monthly reports into PowerBI, Salesforce, or other data management systems.	
10%		May be assigned as the primary or back-up on one or more MM Unit statewide roles, including but not limited to, Employee Assistance Program (EAP) and/or Wellness Coordinator for the department. Promote Wellness, EAP and Healthier U programs and resources and distribute printed materials within the department, and create and distribute monthly wellness newsletters. Provide guidance to supervisors, managers, and employees related to Wellness and EAP services and resources. Serve as the liaison between the department, CalHR and the EAP contractor regarding EAP issues. Participates in related forums and training. May manage applicable contracts for services.	
<b>(Continued on Page Two)</b>			

**DUTY STATEMENT**

<p>9. Percentage (%) of time performing duties:</p> <p>5%</p> <p>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;"><b>MARGINAL FUNCTIONS</b></p> <p>Review and process hiring related requirements assigned to the unit, including Tuberculin Testing (TB) testing results for new hire and medical clearances. May assist in the annual compliance tracking and reporting for TB compliance of CALCTRA employees statewide. May be responsible in assisting in the initial review of fingerprint results received from Department of Justice (DOJ), assessing results and providing recommendations for further review and approval as required.</p> <p>Attends annual mandated and job specific training courses, and keeps abreast of changes in laws and rules related to Medical Management. Off-site reporting may be required for training, meetings, and job-related consultations. Will act in a lead capacity and may provide coverage for the Supervisor I during absences.</p> <p style="text-align: center;"><b>ADDITIONAL EXPECTATIONS</b></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: Stefanie Netherton</p>	<p>MANAGER/SUPERVISOR SIGNATURE:</p>	<p>DATE:</p>
<p>HR APPROVAL: TS 02/12/2026</p>		

## DUTY STATEMENT

Employee Name:

Classification: Analyst I	Position Number: 580-120-5157-XXX
Working Title: Exams Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Strategic Talent Management & Development Branch/ Recruitment and Examinations Section/Examination Services Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources Job Descriptions webpage](#).

### Job Summary

The Analyst I performs work of average difficulty in a wide variety of consultative and analytical staff services assignments, such as that associated with examination development and administration. The Analyst I is responsible for the review and analysis of department specific classifications to develop and process examinations that conform to the Department of Human Resources (CalHR) and State Personnel Board (SPB) guidelines on Employee Selection and adhere to State law and rules.

The Analyst I classification is distinguished from the Analyst II classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification consists of three alternate ranges and as the Analyst I advances within the classification ranges, their responsibilities are expected to show broader knowledge of the work environment, and organizational and/or departmental requirements while the scope of work increases.

The Analyst I works under the supervision of the Supervisor I of the Examination Services Unit (ESU).

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**Special Requirements**

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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**Essential Functions (including percentage of time)**

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- 30% Creates, edits, and reviews examination bulletins, including special instructions, and collaborates with CalHR to publish electronically. Processes examinations and reviews candidate exam applications, verifying requirements to ensure minimum qualifications are met prior to exam acceptance. Prepares and oversees exam preparation and administration. Develops and retains exam materials such as exam history files, scoring criterion and panel members and subject matter expert (SME) agreements. Processes exam applications into the online system. Assesses the quality of each test and establishes a passing score. Coordinates with the SME in the review of exam applications or regarding interpretation of applicant responses when needed. Collaborates with programs and SMEs to conduct job analysis. Creates, edits, and reviews task, knowledge, skill, and ability statements by using the classification specifications, duty statements, and historical data. Creates and exports rating surveys to collect data for the job analysis. Communicates with staff and coordinates and schedules meetings with SMEs. Participates in job analysis (linkage and exam development) meetings with SMEs. Prepares job analysis reports detailing the methodology, surveying, and results of the job analysis, in adherence with CalHR standards.
- 30% Reviews candidate application packages and conducts minimum qualification determinations in alignment with CalHR classification specifications. Tracks all applicant minimum qualification reviews in ESU tracker to create metrics. Sends withholds as required and follows withhold process to maintain list eligibility integrity. Corresponds with withheld applicants, analyzes provided documentation, maintains notated application and records, and develops summary of determinations for supervisor, as requested.
- 20% Responds and educates the public by phone, email and mailed letters regarding the exam process and minimum qualification determinations. Relays appropriate information regarding candidates' exam status. Researches exam history and all appropriate documents to respond to email inquiries from the public, management, or programs.
- 10% Serves as a consultant to candidates, programs, and management regarding the sensitive personnel issues related to selection policies, procedures, and rights of competitors.

5% Investigates and prepares detailed correspondence for manager approval; responds to SPB on appeals related to the personnel selection process (e.g., exam appeals, merit issues, etc.).

**Marginal Functions (including percentage of time)**

5% Approves requests for transfer of list eligibility. Attends training and meetings related to selection methods, policies, and professional standards. Performs other work-related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name	Date	Employee's Name	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRD Use Only:</b> Approved By:	Date		

### DUTY STATEMENT

Employee Name:	
Classification: Analyst II	Position Number: 580-120-5393-XXX
Working Title: Exams Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Strategic Talent Management & Development Branch/ Recruitment and Examinations Section/Examination Services Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

#### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources Job Descriptions webpage](#).

#### Job Summary

The Analyst II independently performs the more responsible, varied, and complex technical analytical work associated with examination development and administration. The Analyst II is responsible for the review and analysis of department specific classifications to develop and process examinations that conform to the Department of Human Resources (CalHR) and State Personnel Board (SPB) guidelines on Employee Selection and adhere to State law and rules.

The Analyst II works under the general direction of the Supervisor I of the Examination Services Unit (ESU).

#### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance

- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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### **Essential Functions (including percentage of time)**

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- 30% Independently creates, edits, and reviews examination bulletins, including special instructions, and collaborates with CalHR to publish electronically. Independently processes examinations and reviews candidate exam applications, verifying requirements to ensure minimum qualifications are met prior to exam acceptance. Prepares and oversees exam preparation and administration. Develops and retains exam materials such as exam history files, scoring criterion and panel members and subject matter expert (SME) agreements. Processes exam applications into the online system. Assesses the quality of each test and establishes a passing score. Coordinates with the SME in the review of exam applications or regarding interpretation of applicant responses when needed. Independently collaborates with programs and SMEs to conduct job analysis. Creates, edits, and reviews task, knowledge, skill, and ability statements by using the classification specifications, duty statements, and historical data. Creates and exports rating surveys to collect data for the job analysis. Communicates with candidates and staff, along with coordinates and schedules meetings with SMEs. Initiates and conducts job analysis (linkage and exam development) meetings with SMEs. Prepares detailed job analysis reports detailing the methodology, surveying, and results of the job analysis, in adherence with CalHR standards.
- 30% Independently reviews candidate application packages and conducts minimum qualification determinations in alignment with CalHR classification specifications. Tracks all applicant minimum qualification reviews in ESU tracker to create metrics and detailed reporting. Sends withholds as required and follows withhold process to maintain list eligibility integrity. Corresponds with withheld applicants, analyzes provided documentation, and maintains notated application and records. Develops summary of determinations for supervisor and reviews escalations for the unit, as requested, providing recommendations to supervisor. Consults with CalHR and other state departments regarding classification specifications and minimum qualifications determinations and best practices.
- 20% Independently responds and educates the public by phone, email and mailed letters regarding the exam process and minimum qualification determinations. Relays appropriate information regarding candidates' exam status. Researches exam history and all appropriate documents to respond to email inquiries from the public, management, or programs.
- 10% Serves as a consultant to candidates, programs, and management regarding the sensitive personnel issues related to selection policies, procedures, and rights of competitors.

5% Investigates and prepares detailed correspondence for manager approval; responds to SPB on appeals related to the personnel selection process (e.g. exam appeals, merit issues, etc.)

**Marginal Functions (including percentage of time)**

5% Approves requests for transfer of list eligibility. Attends training, forums, and meetings related to selection methods, policies, and professional standards. Performs other work-related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name	Date	Employee's Name	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRD Use Only:</b> Approved By:	Date		