

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 065-923-5157-844				
UNIT NAME AND CITY LOCATED Statewide Mental Health Program, Elk Grove		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP 2	CBID R01	TENURE LT	TIME BASE 1.0
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8260 Longleaf Dr, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				

California Department of Corrections and Rehabilitation (CDCR) and 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.

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.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:

Under the supervision of the Supervisor I, Statewide Mental Health Program (SMHP) Mental Health Metric Documentation Review(MDR) unit, the Analyst I performs analytical duties involving quality management data gathering, analysis, and evaluation. Additionally, the Analyst I is responsible for the SharePoint maintenance and distribution pertaining to the business rules and methodologies review processes. Statewide travel may be required for this position.

% 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%**

Compiles and evaluates business rules, policy, data source, and other information related to the mental health program statewide business rules and indicators. Contributes to development and maintenance of the business rules and indicator SharePoint site. Attend meetings with stakeholders regarding mental health reports. Provides recommendations to executive leadership regarding business rule updates. Collects, reviews and prepares statistical data on SMHP performance measures to develop targets and work plans that lead to improvements in performance and/or outcome.

30%	In collaboration with team members and other subject matter experts, provide feedback and/or recommendations to ensure key indicators related to mental health business rules are discussed with BRMR leadership team. Provides program updates, present issues or trends, briefings, analysis, and interpretation of progress and compliance with initiatives to management and team members.
25%	Serves as a team member in special projects involving the development, modification or evaluation of BRMR process. Provides technical consultation for various special projects such as the development, evaluation, and operational implementation of tasks and quality improvement plans. Provides complex analysis and responses for miscellaneous communications received by the SMHP.
5%	Some Statewide travel may be required for this position. Performs other related duties as assigned.
<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.</p> <p><i>Ability to:</i> 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 both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</p> <ul style="list-style-type: none"> • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. • 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. 	

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 065-923-5393-844				
UNIT NAME AND CITY LOCATED Statewide Mental Health Program, Elk Grove		CLASSIFICATION TITLE Analyst II				
		WORKING TITLE				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP 2	CBID R01	TENURE LT	TIME BASE 1.0
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8260 Longleaf Dr, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
<p>California Department of Corrections and Rehabilitation (CDCR) and 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> <p>Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.</p>						
PRIMARY DOMAIN:						
<p>Under the direction of the Supervisor I, Statewide Mental Health Program (SMHP) Mental Health Metric Documentation Review(MDR) unit, the Analyst II performs the more complex analytical duties involving quality management data gathering, analysis, and evaluation. Additionally, the Analyst II is responsible for the SharePoint maintenance and distribution pertaining to the business rules and methodologies review processes. Statewide travel may be required for this position.</p>						
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	ESSENTIAL FUNCTIONS					
40%	Compiles and evaluates business rules, policy, data source, and other information related to the mental health program statewide business rules and indicators. Contributes to development and maintenance of the business rules and indicator SharePoint site. Attend meetings with stakeholders regarding mental health reports. Provides recommendations to executive leadership regarding business rule updates. Collects, reviews and prepares statistical data on SMHP performance measures to develop targets and work plans that lead to improvements in performance and/or outcome.					

<p>35%</p> <p>20%</p> <p>5%</p>	<p>In collaboration with team members and other subject matter experts, provide feedback and/or recommendations to ensure key indicators related to mental health business rules are discussed with BRMR leadership team. Provides program updates, present issues or trends, briefings, analysis, and interpretation of progress and compliance with initiatives to management and team members.</p> <p>Serves as a team member in special projects involving the development, modification or evaluation of BRMR process. Provides technical consultation for various special projects such as the development, evaluation, and operational implementation of tasks and quality improvement plans. Provides complex analysis and responses for miscellaneous communications received by the SMHP.</p> <p>Some Statewide travel may be required for this position. Performs other related duties as assigned.</p>
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.</p> <p><i>Ability to:</i> 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 both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</p> <ul style="list-style-type: none"> • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. • 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.

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