

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Board of Parole Hearings		POSITION NUMBER (Agency-Unit-Class-Serial) 065-158-5393-801		MCR / HCR 1
DIVISION / UNIT  Program Operations/Decision, Processing and Scheduling Unit		CLASSIFICATION TITLE Analyst II		
		WORKING TITLE Transcript Analyst		
		TIME BASE / TENURE FT/PERM	CBID R01	WWG 2
LOCATION 1515 K Street 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> The California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care System (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>				
The Board of Parole Hearings (BPH) maintains a high-performing parole hearings system to protect and preserve public safety through the exercise of its statutory authorities and policies, while ensuring due process to all incarcerated persons who come under the jurisdiction of the BPH.				
<b>GENERAL STATEMENT</b>				
Under the direct supervision of the Supervisor I, the Analyst II performs work tasks related to the BPH transcript unit, whose legal mandate is to produce a written transcript of every parole proceeding performed by BPH. The Transcript Analyst is responsible for leading a team responsible for proofreading and editing transcripts by coordinating, reviewing, auditing, analyzing, and completing those tasks required to keep the Transcript Unit on task and meeting deadlines.				

% 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%	<p>Coordinate and adjust unit workflow as needed to account for staffing levels to meet mandated deadlines. Help formulate staff rotation of additional duties. Be in regular communication with staff and supervisors using Microsoft Teams, Outlook email, and phone. Help resolve conflicts in coordination with supervisors. Monitor and evaluate assignments by unit staff for completion, accuracy, and timeliness. Reconcile workloads using spreadsheets, planner applications, Microsoft Teams, and Board proprietary software. Monitor transcript production and distribution processes to institutions for service to subjects of parole hearings to ensure compliance with deadlines, quality standards, and service requirements. Report on printing process to supervisors. Be aware of and apply regulations, rules, and procedures governing the work of the unit. Assist with the development and adaptation of unit-specific training. Independently perform program evaluation, planning, and assessment to maintain a streamlined workflow. Develop solutions to issues affecting the unit, provide recommendations and alternatives, and update procedures. Assist with the transfer of historical transcripts from microfiche or film to digital files.</p>
30%	<p>Proofread raw transcripts and edit as necessary for clarity, readability, accuracy, and completeness. Perform transcript reviews including the most sensitive and confidential transcripts. Certify transcripts as complete and accurate. Research and review confidential or sensitive information in transcripts in conjunction with Legal unit and Office of Public and Employee Communication (OPEC) guidelines to prepare the most sensitive transcripts for release to requestors. Work with CDCR and BPH personnel to ensure confidentiality. Observe parole proceedings for training or to assist and troubleshoot recording processes.</p>
20%	<p>Fulfill Public Records Act (PRA) requests in conjunction with the PRA unit. Upload audio files to secure sharing website. Complete public and stakeholder requests for transcripts. Maintain records per retention schedules. Review and assist with the work of unit staff charged with responding to public and stakeholder transcript requests through email or mail. Consult with staff to resolve operational issues and recommend appropriate solutions. Revise and update existing templates to ensure compliance with new legislation, changes in laws and/or regulations, and policy. Respond to sensitive or complicated public, CDCR staff, and stakeholder requests. Use independent judgement to resolve complaints, expedite requests, and provide public information.</p>
5%	<p>Provide feedback on staff work to supervisor(s). Report on staff work, including timeliness, completion and accuracy as requested by supervisors. Develop and recommend procedural changes and create new procedural guides. Advise on needed software updates and changes. Work with data processing personnel and supervisors to develop new systems and modify existing computer programs. Participate in the development and training of unit staff.</p>
5%	<p>Gather, compile, tabulate, analyze, and forecast transcript data for budgetary and activity annual reports. Review fulfillment tracking logs and prepare new logs annually. Apply statistical analysis to project workloads. Prepare budget change proposals, issue memorandums, and synopses for Executive level management.</p>
5%	<p>Maintain supply inventory levels for uninterrupted service of transcripts. 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. Other duties as assigned.</p>

**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.

<ul style="list-style-type: none"> <li>• Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.</li> <li>• Ability to build trust, improve communication, and assist with the transformation of correctional culture.</li> </ul>		
<b>SPECIAL REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• 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.</li> </ul>		
<b>CONSEQUENCE OF ERROR</b>		
<ul style="list-style-type: none"> <li>• Example: 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.</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>		
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