

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Board of Parole Hearings	POSITION NUMBER (Agency-Unit-Class-Serial) 065-155-5393-802, 804			MCR / HCR
DIVISION / UNIT Program Operations/Administrative Operations/ Administrative Services	CLASSIFICATION TITLE Analyst II			
	WORKING TITLE Analyst II			
	TIME BASE / TENURE Perm/FT	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION, VISION and COMMITMENT

Mission

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.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

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.

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.

DIVISION OVERVIEW

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 came under the jurisdiction of the BPH.

GENERAL STATEMENT

Under the general direction of the Supervisor I, Administrative Services, the Analyst II act as a full journey-level analyst working with a high degree of independence and is responsible for the more complex projects and assignments and processes, making policy and procedure recommendations using learned knowledge and extensive research for the support of Administrative Operations. This position requires use of the Business Information System (BIS), the State Controllers' Office system (SCO), SharePoint and other software databases. The incumbent is expected to work cooperatively

with peers and professional staff to meet the needs of Administrative Operations. The incumbent will also participate in project and performance management activities, and is expected to exercise good judgement, communicate effectively, and always portray a professional and positive demeanor.	
% 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.
30%	Independently works on reports and coordinates assignments, which include, but are not limited to, CDCR HQ Monthly Telework, hotel reservation system, credentialing verifications, position reporting structure, Verizon plans, record retention; consults with managers and staff to ensure reports and assignments are timely and accurate. Ensures data is verified and corrections are tracked. Creates the most complex comparison reports, analyzes data, and develops recommendations. Updates administrative policies and procedures. Research, review, interpret, and write policies and procedures based upon civil service laws, rules, codes, and bargaining unit contracts. Ensure revisions and inclusions are approved by SMEs, stakeholders, managers and BPH executives.
20%	Responsible for BPH employee notifications. Communicates information to and gathers information and forms from BPH employees such as, but not limited to, HQ announcements, annual forms, and informational bulletins. Tracks employee participation in activities, maintain records, and properly file/save documents. Coordinates centralized functions including Statement of Economic Interests (Form 700) and language survey ensuring timely and accurate response and completion through knowledge of laws and regulations and by working with Legal, Personnel, and Budgets when needed. Receives, processes, and distributes BPH employee inquiries providing timely and appropriate consultation and technical assistance in a professional manner with exceptional customer service. Maintains electronic files ensure share drive and Teams records are organized and up to date.
20%	Responsible for managing various administrative functions of BPH Administrative Operations such as record retention, emergency evacuation planning, iPhone issuance and tracking, providing employee Teams phone numbers, addressing building needs, pool vehicle maintenance and reservations, in-office common area postings, updating bulletin boards, BPH forms revision and development, and serving on the logistics team at monthly Board.
15%	Serves in various BPH coordinator and/or liaison roles including Telework Coordinator, Hotel Reservation Coordinator, Health Management Liaison, and Labor Relations Coordinator. Attends meetings and communicates shared knowledge with Supervisor I and the Administrative Operations Supervisor II.
10%	Assists BPH's other functions, including participating in overarching projects, succession planning, and other assignments; coordinates various projects for BPH executives such as out-of-state travel requests, audits, and briefings; participates in short- and long-term special projects and special assignments, drills, and expedite projects as required.
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	
<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 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	
<ul style="list-style-type: none"> • 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

- 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.

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
-------------------------	----------------------	------

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
---------------------------	------------------------	------

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Board of Parole Hearings	POSITION NUMBER (Agency-Unit-Class-Serial) 065-155-5157-802, 804			MCR / HCR
DIVISION / UNIT Program Operations/Administrative Operations/ Administrative Services	CLASSIFICATION TITLE Analyst I			
	WORKING TITLE Analyst I			
	TIME BASE / TENURE Perm/FT	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION, VISION and COMMITMENT

Mission

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.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

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.

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.

DIVISION OVERVIEW

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 came under the jurisdiction of the BPH.

GENERAL STATEMENT

Under the supervision of the Supervisor I, Administrative Services, the Analyst I works with independence and is responsible for the projects and assignments and processes, assisting with policy and procedure recommendations using learned knowledge and extensive research for the support of Administrative Operations. This position requires use of the Business Information System (BIS), the State Controllers' Office system (SCO), SharePoint and other software databases. The incumbent is expected to work cooperatively with peers and professional staff to meet the needs of

Administrative Operations.	
% 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.
30%	Under supervision, works on reports and coordinates assignments which include, but are not limited to, CDCR HQ Monthly Telework, hotel reservation system, credentialing verifications, position reporting structure, Verizon plans, record retention; consults with managers and staff to ensure reports and assignments are timely and accurate. Ensures data is verified and corrections are tracked. Creates the most complex comparison reports, analyzes data, and develops recommendations.
30%	Responsible for BPH employee notifications. Communicates information to and gathers information and forms from BPH employees such as, but not limited to, HQ announcements, annual forms, and informational bulletins. Tracks employee participation in activities, maintain records, and properly file/save documents. Assists with centralized functions including Statement of Economic Interests (Form 700) and language survey ensuring timely and accurate response and completion through knowledge of laws and regulations and by working with Legal, Personnel, and Budgets when needed. Receives, processes, and distributes BPH employee inquiries providing timely and appropriate consultation and technical assistance in a professional manner with exceptional customer service. Maintains electronic files ensure share drive and Teams records are organized and up to date.
20%	Responsible for managing various administrative functions of BPH Administrative Operations such as record retention, emergency evacuation planning, iPhone issuance and tracking, providing employee Teams phone numbers, addressing building needs, pool vehicle maintenance and reservations, in-office common area postings, updating bulletin boards, BPH forms revision and development, and serving on the logistics team at monthly Board.
15%	Serves in various BPH coordinator and/or liaison roles including Telework Coordinator, Hotel Reservation Coordinator, Health Management Liaison, and Labor Relations Coordinator. Attends meetings and communicates shared knowledge with Supervisor I and the Administrative Operations Supervisor II.
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	
<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 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	
<ul style="list-style-type: none"> • 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

- 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.

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

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