

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-007-5393-801				
UNIT NAME AND CITY LOCATED Office of Strategic Communications and External Affairs Elk Grove		CLASSIFICATION TITLE Analyst II				
		WORKING TITLE				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8260 Longleaf Drive, Building C, Floor 2, Elk Grove, CA				
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 direction of the Supervisor II, Office of Strategic Communications and External Affairs (SCEA), Office of Public and Employee Communications (OPEC), the Analyst II provides the more complex communications, analytical, and coordination support for internal and external communication initiatives. The incumbent is responsible for supporting the daily operations of communications functions across CDCR and CCHCS, including maintenance of internal and external communications platforms, development of communication materials, stakeholder coordination, and support of executive communications and special projects. The Analyst II serves as a liaison between communications, program staff, executive leadership, Public Information Officers, and Information Technology Services to support enterprise-wide messaging, digital communications, employee engagement, and public-facing information efforts.						
% 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. (Use addition sheet if necessary)					
ESSENTIAL FUNCTIONS						

40%	Plans, writes, edits, coordinates, and disseminates communication materials through appropriate internal and external channels for CDCR and CCHCS audiences. Develops and maintains content for departmental communication platforms, including CDCR Hub, Lifeline intranet, public internet websites, email campaigns, printed materials, and other multi-media communications. Ensures content is accurate, accessible, timely, and aligned with departmental standards and messaging objectives. Writes and edits feature stories, announcements, executive messaging, event coverage, talking points, scripts, staff spotlights, and other communication materials. Coordinates and posts content for Inside CDCR, Week in Review, and other departmental communications. Creates and coordinates graphics, visuals, and multimedia content to support communication initiatives and organizational priorities. Maintains communications-managed webpages and collaborates with program areas (EIS and AIS) to ensure compliance with web governance, accessibility standards, and content guidelines. Regularly reviews and updates website and intranet content and coordinates corrections or enhancements, as needed.
35%	Provides analytical and project coordination support for communications operations, executive initiatives, and the more complex special projects. Conducts research, gathers information, reviews documents, analyzes data, and prepares reports, recommendations, correspondence, and briefing materials for executive leadership. Coordinates communications-related meetings, trainings, events, executive appearances, stakeholder engagements, and special projects, including town halls, ribbon cuttings, presentations, and outreach activities. Plans, coordinates logistics, schedules, and implement communications initiatives. Manages communications-related email inboxes and requests for information from internal and external stakeholders. Coordinates responses with program staff and leadership to ensure timely and accurate communication.
15%	Collaborates with OPEC, SCEA, CCHCS Leadership, institutional Public Information Officers, and Information Technology Services (EIS and AIS) to support enterprise communications efforts, digital platforms, and multimedia initiatives. Coordinates content for internal channels, including staff information monitors, video content, photography, livestreams, newsletters and other communication channels. Provides support for communication campaigns, executive priorities, and statewide stakeholder engagement activities. May travel statewide to attend meetings, events, institutional visits, or executive functions.
10%	Performs other related duties as required, including support of special projects, communication initiatives, stakeholder engagement activities, operational needs, and departmental priorities. Performs administrative and operational duties including maintaining records, processing administrative requests, and complying with departmental policies and procedures.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization; and methods and techniques of effective communication and leadership. <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; 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; and coordinate the work of others, act as a team leader, and appear before legislative or other committees. SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT 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.

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. • 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. • Exceptional writing and editing skills, with strong attention to detail, adherence to AP style, and the ability to craft clear, engaging narratives. • Familiarity with design software such as Adobe Creative Suite, Canva, and Word Press. • Ability to Analyze issues and develop solutions. • Ability to maintain professional and courteous working relationships with all levels of staff. • Ability to exercise initiative, sound judgment, professionalism, and discretion • Ability to work independently, as well as in a team environment. • Proficient with Microsoft Office applications such as Word, Excel, PowerPoint, Outlook and SharePoint. • Proven ability to exercise a high degree of confidentiality, initiative, responsibility, and independence.		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
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) 042-007-5157-801				
UNIT NAME AND CITY LOCATED Office of Strategic Communications and External Affairs Elk Grove		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
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PRIMARY DOMAIN:						
Under the supervision of the Supervisor II, Office of Strategic Communications and External Affairs (SCEA), Office of Public and Employee Communications (OPEC), the Analyst I assists in providing the less complex communications, analytical, and coordination support for internal and external communication initiatives. The incumbent is responsible for supporting the daily operations of communications functions across CDCR and CCHCS, including maintenance of internal and external communications platforms, development of communication materials, stakeholder coordination, and support of executive communications and special projects. The Analyst I serves as a liaison between communications, program staff, executive leadership, Public Information Officers, and Information Technology Services to support enterprise-wide messaging, digital communications, employee engagement, and public-facing information efforts.						
% 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. (Use addition sheet if necessary)					
ESSENTIAL FUNCTIONS						

40%	Assists with the planning, writing, editing, coordinating, and disseminating of communication materials through appropriate internal and external channels for CDCR and CCHCS audiences. Assists in the development and maintenance of content for departmental communication platforms, including CDCR Hub, Lifeline intranet, public internet websites, email campaigns, printed materials, and other multi-media communications. Ensures content is accurate, accessible, timely, and aligned with departmental standards and messaging objectives. Coordinates and posts content for Inside CDCR, Week in Review, and other departmental communications. Creates and coordinates graphics, visuals, and multimedia content to support communication initiatives and organizational priorities. Maintains communications-managed webpages and collaborates with program areas (EIS and AIS) to ensure compliance with web governance, accessibility standards, and content guidelines. Regularly reviews and updates website and intranet content and coordinates corrections or enhancements, as needed.
35%	Provides analytical and project coordination support for communications operations, executive initiatives, and the less complex special projects. Assists in researching, gathering information, reviewing documents, analyzing data, and preparing reports, recommendations, correspondence, and briefing materials for executive leadership. Coordinates communications-related meetings, trainings, events, executive appearances, stakeholder engagements, and special projects, including town halls, ribbon cuttings, presentations, and outreach activities. Assists with planning, logistics, scheduling, and implementation of communications initiatives. Assists with communications-related email inboxes and requests for information from internal and external stakeholders. Coordinates responses with program staff and leadership to ensure timely and accurate communication.
15%	Collaborates with OPEC, SCEA, CCHCS Leadership, institutional Public Information Officers, and Information Technology Services (EIS and AIS) to support enterprise communications efforts, digital platforms, and multimedia initiatives. Assists with coordination of content for internal channels, including staff information monitors, video content, photography, livestreams, newsletters and other communication channels. Provides support for communication campaigns, executive priorities, and statewide stakeholder engagement activities. May travel statewide to attend meetings, events, institutional visits, or executive functions.
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	• 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. • Exceptional writing and editing skills, with strong attention to detail, adherence to AP style, and the ability to craft clear, engaging narratives. • Familiarity with design software such as Adobe Creative Suite, Canva, and Word Press. • Ability to Analyze issues and develop solutions. • Ability to maintain professional and courteous working relationships with all levels of staff. • Ability to exercise initiative, sound judgment, professionalism, and discretion • Ability to work independently, as well as in a team environment. • Proficient with Microsoft Office applications such as Word, Excel, PowerPoint, Outlook and SharePoint. • Proven ability to exercise a high degree of confidentiality, initiative, responsibility, and independence.	
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