

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-200-5157-807				
UNIT NAME AND CITY LOCATED Personnel Administration and Support Solutions, Elk Grove, CA		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE Analyst I				
		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 8280 Longleaf Drive, 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 Assistant Deputy Director (ADD), Personnel Administration and Support Solutions, the Analyst II will work on the most complex and sensitive assignments. The incumbent provides a wide range of analytical and administrative support services that will assist the ADD in planning and organizing functions and meeting the day-to-day operations of the Human Resources (HR) Division for California Correctional Health Care Services (CCHCS).						
% 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>					
	ESSENTIAL FUNCTIONS					

25%	Assists the ADD in the less complex issues in project management by preparing action plans resulting from meetings, directives, or court orders. Duties include facilitating meetings, drafting action plans and assigning project leads, identifying who is responsible for each task, and following up with each responsible party to ensure they are keeping within appropriate time frames. Prepares and updates project assignment reports.
25%	Reviews and edits grammar and content for all documents prior to routing to ADD including, but not limited to memorandums, reports, manuals, analyses, and policy and procedures. Creates, monitors, and updates various databases.
20%	Works on a wide variety of the less complex personnel related special projects, researching rules and regulations and prepares correspondence, recommendations, and reports as necessary.
10%	Manages the calendar of the ADD and attaches related documents. Prepares daily list items for ADD to address and follows up to ensure they have been resolved. Reviews ADD's emails and flags/places reminders on those critical for ADD review.
10%	Schedules and tracks travel; prepares reports and other correspondence for the signature of the ADD.
10%	Provides superior customer service responding to various complex questions or referring them to the appropriate staff who may assist them.
KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, supportive staff services, governmental functions and organization. <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; gain and maintain the confidence and cooperation of those contacted during the course of work. DESIRABLE QUALIFICATIONS Experience and skills in using Word, Excel, and the Access database. Interpersonal Skills: Work independently in a team setting. OTHER DOMAINS NA 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 PHYSICAL CHARACTERISTICS Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or to constantly lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for	

brief periods.

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.

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

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