

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 190-261-5157-918				
UNIT NAME AND CITY LOCATED Transactions and Benefit Services (TBS) CHCF – Stockton, CA		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE Special Projects Analyst - Transactions				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): 8 AM to 5 PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 7707 Austin Road, Stockton, CA 95215				
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 II, Transaction and Benefit Services (TBS) Program Manager, the Analyst I will provide support and monitor key project activities within the TBS Unit, including employee pay processing, Leave Accounting Balance (LAB) audits, retirement transactions, accounts receivable reviews, and special projects. The Analyst I reviews and analyzes data to identify and resolve discrepancies, escalating issues when necessary. The Analyst I assists management with audit procedures, evaluates personnel policies and processes, and recommends improvements to ensure compliance with control agency requirements. Responsibilities also include managing technical and analytical tasks of moderate complexity, supporting workload distribution related to vacancies, technical challenges, and backlog reduction, while fostering effective working relationships with departmental staff and external agencies.						
% 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					
40%	Coordinates and monitors critical project efforts within the TBS Unit, pertaining to various personnel and payroll functions. Responsibilities include, but are not limited to: reviewing and auditing employee timesheets for accuracy, proper coding and compliance, auditing leave usage, overtime, shift differentials, dock, employee retirement program audits and auditing Accounts Receivables. Identifies discrepancies and researches supporting documentation to resolve issues. Analyzes and responds to critical personnel program inquiries and errors. Researches and responds to payroll audit statements/reports, reviews and reconciles payroll discrepancies and develops					

30% 15% 10% 5%	correspondences in response to control agency requests/inquiries. Assists in identifying and responding to escalated payroll and personnel related issues, reviews and coordinates appeal cases and works with TBS staff to resolve these matters. Analyzes and conducts research on prior and current processes, control agency policy changes, laws, rules, policies and procedures. Reviews, evaluates and assesses payroll and personnel related policies, procedures and processes related to TBS and recommend updates and new procedures to comply with control agency laws and policies. Reviews Requests for Personnel Actions (RPA) packages and verify salary calculations to ensure transactions comply with the State Controller's Office (SCO) Payroll Administrative Manual (PAM) and Payroll Procedures Manual (PPM). Track and resolve payroll errors. Coordinates both orally and in writing with employees, management and control agencies concerning payroll and personnel related laws, rules, policies and procedures. Reviews Personnel Action Requests (PARs) for accuracy, completeness and proper documentation. Assists with processing PARs into the SCO system, when needed. Provide guidance to Personnel Specialists on PAR requirements and documentation standards. Maintain workload logs to ensure consistency between internal standards and systems and SCO records. Assists with separation audits. Support the development and maintenance of desk procedures and workflow improvements. Prepare routine reports and documentation to support TBS operations. Serves as back-up to Personnel Specialists during extended absences and periods with heavier workloads. Attend training, meetings and forums. Performs other job-related duties as required.
	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. <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. DESIRABLE QUALIFICATIONS • Knowledge and experience in the California state payroll processes, including employee pay auditing, pay verifications, correction of pay-related discrepancies, and California state pay systems • Ability to develop or deliver training materials, job aids, desk procedures, and process documentation related to state payroll, benefits administration, and leave accounting, coordinating accounts receivable and salary advance audits, including identifying payroll overpayments and supporting recovery or adjustment. • Demonstrated ability to collaborate effectively with internal HR staff and external agencies such as SCO to resolve payroll issues, serve in a lead capacity, guiding staff, or overseeing payroll-related projects and audits at a California State Department/Agency. • Ability to analyze and implement changes driven by updates to state payroll policies, laws, rules, and procedures, including those issued by control agencies, research and resolving escalated

	payroll, benefit, or personnel-related issues, including complex audits or employee claim corrections. - Strong written and verbal communication skills for preparing payroll-related correspondence, audit responses, policy updates, and employee notifications. OTHER DOMAINS N/A 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>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) 190-261-5393-918				
UNIT NAME AND CITY LOCATED Transactions and Benefit Services (TBS) CHCF – Stockton, CA		CLASSIFICATION TITLE Analyst II				
		WORKING TITLE Special Projects Analyst - Transactions				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R01	TENURE Perm	TIME BASE FT
SCHEDULE (Telework may be available): 8 AM to 5 PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 7707 Austin Road, Stockton, CA 95215				
INCUMBENT (If known)		EFFECTIVE DATE				
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PRIMARY DOMAIN:						
Under the direction of the Supervisor II, Transaction and Benefit Services (TBS) Program Manager, the Analyst II coordinates and monitors key TBS activities, including auditing employee pay and Leave Accounting Balances, reviewing retirement transactions, evaluating accounts receivable, and managing special projects. The position analyzes and resolves complex discrepancies, provides technical guidance on audit procedures, and ensures compliance with control agency regulations. Additional duties include supporting workload management, addressing technical issues, and resolving backlogs. This role requires strong analytical skills, sound judgment, and the ability to maintain effective relationships with staff, partners, and control agencies.						
% 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						

40%	Coordinates and monitors critical project efforts for the TBS Unit, pertaining to various personnel and payroll related activities, including but not limited to: reviews/audits of employee timesheets for accuracy, proper coding and compliance, audit leave usage, overtime, shift differentials, dock, employee retirement program audits and auditing Accounts Receivables. Identifies discrepancies and researches supporting documentation to resolve issues. Analyzes and responds to critical personnel program inquiries and errors. Researches and responds to payroll audit statements/reports, reviews and reconciles payroll discrepancies and develops correspondences in response to control agency requests/inquiries. Assists in identifying and responding to escalated payroll and personnel related issues, reviews and coordinates appeal cases and works with TBS staff to resolve these matters.
30%	Evaluates, analyzes and conducts research on prior and current processes, control agency policy changes, laws, rules, policies and procedures. Reviews, evaluates and assesses payroll and personnel related policies, procedures and processes related to TBS and recommends updates and new procedures to comply with control agency laws and policies. Reviews Requests for Personnel Actions (RPA) packages and verify salary calculations to ensure transactions comply with the State Controller's Office (SCO) Payroll Administrative Manual and Payroll Procedures Manual. Tracks and resolves payroll errors. Corresponds both orally and in writing with employees, management and control agencies concerning payroll and personnel-related laws, rules, policies and procedures.
15%	Reviews Personnel Action Requests (PARs) for accuracy, completeness and proper documentation. Assist with processing PARs into the SCO system, when needed. Provide guidance to Personnel Specialists on PAR requirements and documentation standards. Maintain workload logs to ensure consistency between internal standards and systems and SCO records. Serve in a lead capacity.
10%	Review separation audits. Coordinates and monitors project plans. Supports the development and maintenance of desk procedures and workflow improvements. Prepares routine reports and documentation to support TBS operations.
5%	Serves as back-up to Personnel Specialists during extended absences and periods with heavier workloads. Attend training, meetings and forums. Performs other job-related duties as required.
	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.

DESIRABLE QUALIFICATIONS

- Knowledge and experience in the California state payroll processes, including employee pay auditing, pay verifications, correction of pay-related discrepancies, and California state pay systems
- Ability to develop or deliver training materials, job aids, desk procedures, and process documentation related to state payroll, benefits administration, and leave accounting, coordinating accounts receivable and salary advance audits, including identifying payroll overpayments and supporting recovery or adjustment.
- Demonstrated ability to collaborate effectively with internal HR staff and external agencies such as SCO to resolve payroll issues, serve in a lead capacity, guiding staff, or overseeing payroll-related projects and audits at a California State Department/Agency.
- Ability to analyze and implement changes driven by updates to state payroll policies, laws, rules, and procedures, including those issued by control agencies, research and resolving escalated payroll, benefit, or personnel-related issues, including complex audits or employee claim corrections.
- Strong written and verbal communication skills for preparing payroll-related correspondence, audit responses, policy updates, and employee notifications.

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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