

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Administrative Services		POSITION NUMBER (Agency-Unit-Class-Serial) 065-545-5402-xxx		MCR / HCR 0
DIVISION / UNIT Office of Employee Health Management (OEHM)		CLASSIFICATION TITLE Analyst III		
		WORKING TITLE Special Assistant		
		TIME BASE / TENURE Perm/FT	CBID R01	WWG 2
LOCATION 9250 Laguna Springs Dr. Suite 205, Elk Grove, CA 95758		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
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 Office of Employee Health Management (OEHM) is responsible for the Workers' Compensation, Non-Industrial Disability, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, and the Health and Safety Programs for CDCR.				
GENERAL STATEMENT				
Under the direction of the Deputy Director (DD), OEHM, the Analyst III, performs the more responsible, varied, and complex technical managerial and analytical assignments. As the Special Assistant to the DD, the Analyst III functions as a high-level subject matter expert responsible for reviewing, interpreting and providing senior management with recommendations on the more sensitive, complex and cross-cutting OEHM issues. Duties are:				
% 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%	Review, analyze, and monitor the content of the performance measure materials and action plans submitted from OEHM managers. Act as project manager on highly visible OEHM projects and training initiatives, provide leadership and data management. Develop project scopes and objectives, involving all relevant stakeholders. Ensure technical feasibility; develop comprehensive project plans and tracking/reporting mechanisms. Provide direction to OEHM managers/analytical staff regarding changes/revisions necessary to ensure the quality of the products. Align, prioritize, and delegate assignments to the organizations within OEHM. Ensure the assignments are completed accurately, timely, and within budget. Leads critical OEHM task force/workgroups or acts as lead on developing the most complex and sensitive projects related to departmental disability management initiatives. Provide assistance to OEHM leadership in developing policies and procedures for ongoing or new disability management programs/initiatives. Advise and consult with program management and leadership on complex and sensitive OEHM issues. Advise the DD of disposition of assignments and ensures timely submission of completed assignments.
30%	Represent the DD in meetings and make commitments on OEHM's participation and expectation with regard to projects/assignments. On behalf of the DD, has authority to commit OEHM to specific deliverables. Write the most sensitive/complex OEHM documents in such areas as court mandates, labor issues, and subjects of specific legislative or Control Agency interest. Develop issue papers, concept papers, and proposals for CDCR Executive staff. Provide information to the DD regarding commitments and assignments.
15%	Independently perform audits/reviews of sections/units; analyzing operations to ensure sections/units are operating in compliance with departmental and section policies and in the most efficient manner; auditing office manuals to ensure sections/units are maintaining proper updates and revisions; and advising management of findings, making recommendations for process improvements/corrective action. Develop white papers and one-pagers. Update OEHM website on intranet. Develop procedures related to OEHM dashboards. Analyze legislation and prepare implementation plans.
15%	Coordinate strategic planning sessions, develop metrics, action items and update status. Prepare PowerPoint presentations, talking points, and presentations for the DD. Work with managers and supervisors to assure quality content of performance measure materials and action plans. Coordinate with the OEHM Managers and analytical staff in resolving problems in assignment completion. Act as a liaison to management regarding disposition of second level grievances arising out of labor agreement, administration, or grievances filed outside of the labor agreements. Serve as the point of contact with Labor Unions requesting to schedule meetings or other activity on behalf of OEHM.
5%	Review and perform initial assessment of employee issues for the DD. Coordinate schedules, meetings and technology solutions. Organize and archive records. Conduct final reviews for all lesson plans. Complete travel advance claims. Attend conferences, workshops and trainings. 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 job related duties as assigned.
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. - 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	
- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, nonemployees, and employees shall be made aware of this. - This position requires the incumbent to maintain strict confidentiality and adhere to the CDCR Code of Conduct.	
CONSEQUENCE OF ERROR	

- 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