

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-233-5393-803				
UNIT NAME AND CITY LOCATED Workforce Consolidation & Reduction Support Human Resources Section- Elk Grove, CA		CLASSIFICATION TITLE Analyst II				
		WORKING TITLE Workforce Consolidation & Reduction Support Analyst				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R01	TENURE LT	TIME BASE FT
SCHEDULE (Telework may be available): Monday – Friday, 8:00 am – 5:00 pm		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Dr. Building D, 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 direction of the Supervisor I, Workforce Consolidation & Reduction Support (WCRS), the Analyst II performs varied complex analytical work as it relates to CCHCS statewide staffing reductions and the realignment and consolidation plan. This position requires sound judgment and discretion as the incumbent will be working with extremely sensitive and confidential issues. Occasional travel may be required.						
% 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						
30%	Responsible for independently completing special projects, such as, review and tracking of pay differentials, employee movement, and salary analyses, designed to support CCHCS' ability to create a sustainable correctional health care delivery system. Conducts extensive research, data gathering and analysis in order to complete assignments. Develops, reviews, and maintains, various databases, tracking logs, and reports on an ongoing basis for management, executives, and/or program review. Maintains data integrity in order to provide guidance and analytical support to Institutions/Facilities/Programs. Reviews and formats incoming data for inclusion in the database.					

25%	Independently calculates seniority score calculations, which consists of reviewing employment history, exempt, and military service documents. Responsible for auditing calculations to ensure accuracy.
20%	As a subject matter generalist, provides consultative services to CCHCS employees and management related to realignment, consolidation, and reduction initiatives. Analyzes and interprets data in order to make recommendations on positions for reassignment, reclassification, or abolishment. Reviews position control data to monitor vacancies and determine realignment options. Provides exceptional customer service while assisting with these initiatives analyzes and interprets Bargaining Unit contracts in relation to voluntary and involuntary transfer, SROA, and layoff processes and applies them in the process for realignment, consolidation, and reduction initiatives. Responsible for reviewing incoming Staffing Authorization Requests and providing recommendations to management.
10%	Responds to inquiries from impacted staff regarding available mitigation options and/or notifies employees of pending placement/layoff and reemployment. Initiates documents to provide staffing mitigations including voluntary and involuntary transfer, State Restrictions of Appointments (SROA), seniority scores. Develop and process layoff and reemployment. Issues layoff notices and provides reemployment information. Completes forms for submission to the California Department of Human Resources to place employees on the reemployment list. Reviews employees' selected options and awards positions based on seniority. Ensures impacted employees are provided maximum employment information and options. Develops and provide various notices of impact and processing to all applicable stakeholder.
5%	Collaborates with all areas of Human Resources (HR) (Exams, Transactions, Disability Management, Classification and Pay, and Regional HR) to resolve the most complex issues related to proper documentation, including employment transactions, as a result of the voluntary/involuntary transfer, SROA, and layoff processes and reemployment.
5%	Develops, reviews, and updates policies and procedures for WCRS. This includes interpreting, updating, and maintaining WCRS Desk Manuals, Frequently Asked Questions related to staffing reductions, and consolidations, and Department Operations Manual. Develops materials and tools to conduct training for internal WCRS staff and other HR personnel related to complex WCRS issues.
5%	May act as a lead in assignments/projects for WCRS. Performs other job-related duties as required. Occasional statewide travel may be required as necessary.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference 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 both orally and in writing; 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; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees. All employees shall have general qualifications as described by California Code of Regulations, title 2, Section 172

DESIRABLE QUALIFICATIONS

Knowledge and experience with the State of California Classification and Pay; knowledge and experience with the California Department of Human Resources, State Personnel Board, and State Controller's Office laws, rules, and procedures; ability to organize and establish workload priorities and work well under pressure; exercise sound judgment; and maintain confidentiality. Excellent organizational, interpersonal, and oral/written communication skills, excellent attention to detail and ability to work independently in a team setting.

OTHER DOMAINS**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**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

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-233-5157-803				
UNIT NAME AND CITY LOCATED Workforce Consolidation & Reduction Support Human Resources Section- Elk Grove, CA		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE Workforce Consolidation & Reduction Support Analyst				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R01	TENURE LT	TIME BASE FT
SCHEDULE (Telework may be available): Monday – Friday, 8:00 am – 5:00 pm		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Dr. Building D, 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 Supervisor I, Workforce Consolidation & Reduction Support (WCRS), the Analyst I performs the less complex analytical work as it relates to CCHCS statewide staffing reductions and the realignment and consolidation plan. This position requires sound judgment and discretion as the incumbent will be working with extremely sensitive and confidential issues. Occasional travel may be required.						
% 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						
30%	Responsible for assisting in completing special projects, such as, review and tracking of pay differentials, employee movement, and salary analyses, designed to support CCHCS' ability to create a sustainable correctional health care delivery system. Conducts research, data gathering and analysis in order to complete assignments. Reviews and maintains a database and various tracking logs, reports, and spreadsheets on an on-going basis for management, executives, and/or program review. Maintains data integrity, in order to provide guidance and analytical support to Institutions/Facilities/Programs. Reviews and formats incoming data for inclusion in the database.					

25%	Independently calculates preliminary and final seniority score calculations, which consists of reviewing employment and pay history and exempt and military service documents. Responsible for tracking progress and status of assigned seniority calculations
20%	Serves as a WCRS team resource and contact relating to realignment, consolidation, and reduction initiatives. Assists with identifying positions for reassignment, reclassification, or abolishment. Reviews position control data to monitor vacancies and determine placement options. Initiates documents to provide services including the voluntary and involuntary transfer, State Restrictions of Appointments (SROA), seniority scores, layoff, and reemployment. Provides exceptional customer services while assisting with these programs. Analyzes and interprets Bargaining Unit contracts in relation to voluntary and involuntary transfer, SROA, and layoff processes and applies them to process for realignment, consolidation, and reduction initiatives.
15%	Responds to inquiries from impacted staff regarding available options and/or notifies employees of pending placement/layoff and reemployment. Assists with determining placement options. Notifies employees of pending placement/layoff. Issues layoff notices and provides reemployment information. Assists with completing forms for submission to California Department of Human Resources to place employees on the reemployment list. Reviews selected options and determines placement positions based on seniority. Ensures impacted employees are provided maximum employment information and options. Notices programs of employees to be placed at their locations. Resolves the less complex issues relating to auditing and oversight.
5%	Assists with developing, reviewing, and maintaining policies and procedures for WCRS. This includes WCRS Desk Manuals, Frequently Asked Questions related to staffing reductions, realignments and consolidations, and Department Operations Manual. Assists in the development of materials and tools to conduct training for internal WCRS staff and other HR personnel related to complex WCRS issues.
5%	Performs other job-related duties as required. Occasional travel required to work locations statewide as necessary.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; 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. All employees shall have general qualifications as described by California Code of Regulations, title 2, Section 172 DESIRABLE QUALIFICATIONS Knowledge and experience with State of California Classification and Pay; knowledge and experience with the California Department of Human Resources, State Personnel Board, and State Controller's Office laws, rules, and procedures; ability to organize and establish workload priorities and work well under pressure; exercise sound judgment; and maintain confidentiality. Excellent organizational, interpersonal, and oral/written communication skills, excellent attention to detail and

	ability to work independently in a team setting. OTHER DOMAINS 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 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>		
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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE