

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☒ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Headquarters		POSITION NUMBER (Agency-Unit-Class-Serial) 065-211-5393-815		MCR / HCR 1
DIVISION / UNIT Adult Institutions, Program Support Unit		CLASSIFICATION TITLE Analyst II		
		WORKING TITLE Analyst II		
		TIME BASE / TENURE LT/FT	CBID R01	WWG 2
LOCATION Elk Grove, CA		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION, VISION and COMMITTEMENT				
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. CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.				
DIVISION OVERVIEW				
The Program Support Unit (PSU) is a service-oriented unit, which assists Division of Adult Institutions (DAI) management in the analysis, guidance, and assistance of fiscal, budgetary, personnel, and incarcerated persons population management impacts on institutional operations and programs, as well as, in implementing programs or operational endeavors.				
GENERAL STATEMENT				
Under the direct supervision of the Supervisor I, the Analyst II performs a wide variety of analytical tasks and technical duties of average complexity in support of PSU.				

Revised: 11/24

% 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.
30%	Reviews, evaluates, audits, and conducts assessments of position allocations, with consideration for budgetary allowances and proper classification allocations for all non-custody classifications for adult institutions. Responsible for detail-oriented analysis, implementation and maintenance of a staffing standards by design, mission, and workload for all adult institutions. Ensures conformance with all departmental policies, standards, and budgeted position authority. Works collaboratively with departmental internal stakeholders to reconcile position authority to budget authority and to the State Controller's Office. Assists to ensure implementation of all non-custody position authority including personnel paperwork, Std. Form 607's, utilizing Business Information System (BIS)/Systems, Applications and Products in Data Processing (SAP) system. Develops and presents alternatives for effective resolution of issues, and initiates action to accomplish such resolution. Independently prepare and analyze fiscal proposals for the Division, including Budget Change Proposals (BCPs), Population BCPs, Budget Concept Statements (BCS), Finance Letters, deactivation of overcrowding packages, and review submissions from institutions and other divisions related to standardized staffing. Track, maintain, oversee various tracking logs for BCS, BCPs, and Finance Letters, and assist the management team by preparing and presenting staffing, administrative, and fiscal materials to the executive leadership, control agencies, labor organizations, and other departments. Conduct on-site evaluations at institutions to validate requests, and lead or support special projects, task forces, analytical studies, surveys, budget work, and population drills.
30%	Independently identifies, reviews and revises methodologies pertaining to Administrative Segregation Unit overflow, Medical Guarding and Transportation, Posted Relief Factor and Basic Correctional Officer Academy allocations. Provides recommendations to management on ways to accommodate present and future incarcerated persons placement needs. Coordinates and distributes custody and personnel ratio positions based upon institution needs. Troubleshoots issues and completes testing for various functions within Workforce Telestaff. Develops policies and procedures for various administrative functions assigned to DAI and completed staff work necessary to ensure implementation of new procedures when adopted. Prepares formal reports of analysis, and presents recommendations to executive staff, and stakeholders on establishing, re-classing, and re-allocating all non-custody or custody institutional positions. Identifies inconsistencies and non-compliance in the reconciliation of institutional non custody or custody position authority, and ensure changes are corrected accurately and submitted within required time frames. As assigned, provides analysis and responses for miscellaneous communications received by DAI, which have an impact on institutional staffing, programs, and/or resources. Responds to correspondence from various stakeholders regarding different personnel concerns and issues. Prepares analysis of proposed Assembly and Senate Bills which impact DAI.
20%	Assists the institutions and Headquarters regarding ratio allocation, population management, staffing allocations, and staffing reviews and provides day-to-day findings to upper management. Independently processes position establishment, abolishment, reclassification and redirection for all institutions. Independently analyzes supporting staffing directives for 607 packet accuracy and completion, maintains detailed tracking logs, and forwards documents to upper management and Budget Management Branch for final approval. Works closely with both the Custody and Non-Custody manager to ensure staffing allocations are accurate and within standard. Assists in completing the Blanket Drill on a monthly basis to monitor and present the use of blanket positions for the entirety of DAI to executive management, and in completing the Overtime Drill on a monthly basis to provide the use of overtime for the entirety of DAI to executive management. Assists in completing the Basic Cadet Officer Allocation on a weekly basis to allocate cadets to their designated Post Drill indicating unauthorized post, and approve/denying Division of Rehabilitation Programs for the field.
10%	Assists in identifying program and organizational areas within headquarters and/or institutions that require corrective action. Provides analytical input and divisional perspective regarding departmental policies. Develops and presents alternatives for effective resolution of issues, and initiates action to accomplish such resolution. Independently develops reports within the unit as necessary. Acts as a liaison between partnering units such as Budget Management Branch, Labor Relations, Human Resources, and differing units within Headquarters in regards to staffing directives, use of overtime, use of blanket positions, as well as position allocation and staff redirection.

5%	Participates in task forces or work groups as assigned serving as an expert resource. Serves as back up to other PSU Analysts during absence in the duties of assisting with position allocation requests, Basic Correctional Officer Academy, and Management Information Request Services. Other duties and special assignments as requested.
5%	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.

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.

CONSEQUENCE OF ERROR

- Example: 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
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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
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	TIME BASE / TENURE LT/FT	CBID R01	WWG 2
LOCATION Elk Grove, CA	INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION, VISION and COMMITMENT			
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. CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.			
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GENERAL STATEMENT			
Under the general supervision of the Supervisor I, Program Support Unit, the Analyst I works under close supervision and performs complex analytical staff services assignments related to Institution custody and non-custody standardized staffing assignments,			

position methodology, and staffing allocations. Additionally, the Analyst I serves as a labor liaison representing the Division in cooperation with the Office of Labor Relations and Labor Unions regarding position allocation, redirection, and placement. Travel will be required up to 10% of the time.	
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POSITION NUMBER (Agency – Unit – Class – Serial)
065-211-5393-815

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