

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☒ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Headquarters		POSITION NUMBER (Agency-Unit-Class-Serial) 065-200-5393-938		MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions, Facility Operations, Centralized Allegation Resolution Unit		CLASSIFICATION TITLE Analyst II			
		WORKING TITLE Employee Relations Analyst			
		TIME BASE / TENURE P/FT	CBID R01	WWG 2	COI Yes ☐ No ☒
LOCATION Ontario, 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.					
DIVISION OVERVIEW					
The Centralized Allegation Resolution Unit (CARU) reviews all allegations of staff misconduct investigated by the Allegation Investigation Unit (AIU) to make determinations on whether corrective action or disciplinary action is imposed when warranted. The CARU handles all assigned cases identified as staff misconduct by the Centralized Screening Team and subsequently investigated by AIU.					
GENERAL STATEMENT					

Under the direction of the Chief Deputy Warden, the Employee Relations Analyst (ERA) independently conducts policy analysis and assists the Employee Relations Officer (ERO) in providing more complex consultative services to management and supervisors in areas involving employee performance and administration of the department's disciplinary process as outlined in the Department Operations Manual (DOM) Section 33030.1, Article 22, Employee Discipline. Conducts data analysis of staff misconduct allegations investigated by AIU and housed in the Allegations Against Staff Tracking System (AASTS). Conducts thorough research to help the ERO in ensuring effective and efficient departmental operations of the disciplinary process. Research and interpret laws, rules, and regulations utilizing the DOM, Operational Procedures, Memorandum of Understandings; California Government Codes; California Evidence Codes; California Code of Regulations, Titles 2 and 15; State Personnel Board (SPB), Precedential Decisions; SPB website; CDCR Office of Legal Affairs (OLA). Provides guidance to the Office Technician (Typing) in the Employee Relations Office.

% 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%	The ERA works with the ERO in facilitating the adverse action process for cases received via the AIU for the assigned Region. Consult with OLA, Employee Advocacy and Prosecution Team (EAPT) Vertical Advocates (VA) on cases that are designated and the Office of the Inspector General (OIG) on cases that are monitored. Conducts research on all disciplinary and non-disciplinary actions and stipulated settlement agreements for cases that are not designated and/or monitored to assist the ERO in drafting. Provides consultation services to the ERO, management, and supervisors regarding employee work performance and disciplinary issues. Assist in preparing formal adverse action packages. Keep the ERO apprised on all statute of limitation timelines. Track and upload all disciplinary documentation into the Division of Adult Institution (DAI) Allegation Inquiry Report SharePoint and the SPB databases. Research policies and procedures for inclusion as exhibits in non-disciplinary/disciplinary actions. Prepare adverse action documentation for service; provides a copy of the declaration of service. Monitor and track AIU Investigation cases utilizing AASTS. Enter required data in AASTS. Pull AASTS Reports to track all newly assigned cases.
20%	When directed by the ERO, assists in the settlement agreement process by negotiating, writing, and obtaining approvals for Stipulated Settlement Agreements. Provides support to the ERO in SPB appeal hearings, including presentation of the case, witness preparation, assembling evidence, cross examination, etc., in cooperation with the EAPT VA and staff. Drafts written oral arguments and briefs on appeals to the SPB for the ERO's review; interviews witnesses; assembles evidence. Retains adverse action documentation, including CDCR Form 402, Hiring Authority Review of Investigation, and Form 403, Justification of Penalty, in the adverse action file.
20%	Independently provides analytical assistance in completing thorough reviews of AIU Investigation Reports and all related evidence in order to identify applicable policy sections that were allegedly violated. Assists the ERO in the preparation of 402/403 documents for the ERO's presentation to the Hiring Authority during the 402/403 disciplinary conference. Conducts research on the staff identified in AIU Investigations in order to assist in appropriately identifying mitigating and aggravating factors to consider in sustained cases. Provides timely updates regarding case processing to the DAI Allegation Inquiry Report SharePoint. Prepares Investigation Closure Memorandums for the subjects of the investigation as well as the claimant (the incarcerated person, third party, etc.) for the ERO's review and approval.
10%	Researches, analyzes, and advises the ERO and management on institutional policy, i.e., interprets and advises of the proper application of Government Codes, California Code of Regulations, DOM, etc. in preparation for the disciplinary action process.
10%	Responds to requests for information from the VA, OIG, etc.; assists with the preparation of other written legal documents as needed (i.e. Stipulated Settlement Agreements; Pre-Hearing Settlement Conference Statements; legal advocate briefs, etc.).
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

065-200-5393-938

- 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, non-employees, 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

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

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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.					
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GENERAL STATEMENT					
Under the direction of the Chief Deputy Warden, the Employee Relations Analyst (ERA) conducts policy analysis and assists the Employee Relations Officer (ERO) in providing less complex consultive services to management and supervisors in areas involving employee performance and administration of the department's disciplinary process as outlined in the Department Operations					

Revised: XX/25

Manual (DOM) Section 33030.1, Article 22, Employee Discipline. Conducts data analysis of staff misconduct allegations investigated by AIU and housed in the Allegations Against Staff Tracking System (AASTS). Conducts thorough research to help the ERO in ensuring effective and efficient departmental operations of the disciplinary process. Research and interpret laws, rules, and regulations utilizing the DOM, Operational Procedures, Memorandum of Understandings; California Government Codes; California Evidence Codes; California Code of Regulations, Titles 2 and 15; State Personnel Board (SPB), Precedential Decisions; SPB website; CDCR Office of Legal Affairs (OLA). Provides guidance to the Office Technician (Typing) in the Employee Relations Office.	
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35%	Assists the ERO in facilitating the adverse action process for cases received via the AIU for the assigned Region. Consult with OLA, Employee Advocacy and Prosecution Team (EAPT) Vertical Advocates (VA) on cases that are designated and the Office of the Inspector General (OIG) on cases that are monitored. Conducts research on all disciplinary and non-disciplinary actions and stipulated settlement agreements for cases that are not designated and/or monitored to assist the ERO in drafting. Provides consultation services to the ERO, management, and supervisors regarding employee work performance and disciplinary issues. Assist in preparing formal adverse action packages. Keep the ERO apprised on all statute of limitation timelines. Track and upload all disciplinary documentation into the Division of Adult Institution (DAI) Allegation Inquiry Report SharePoint and the SPB databases. Research policies and procedures for inclusion as exhibits in non-disciplinary/disciplinary actions. Prepare adverse action documentation for service; provides a copy of the declaration of service. Monitor and track AIU Investigation cases utilizing AASTS. Enter required data in AASTS. Pull AASTS Reports to track all newly assigned cases. Provides analytical assistance in completing thorough reviews of AIU Investigation Reports and all related evidence in order to identify applicable policy sections that were allegedly violated. Assists the ERO in the preparation of 402/403 documents for the ERO's presentation to the Hiring Authority during the 402/403 disciplinary conference. Conducts research on the staff identified in AIU Investigations in order to assist in appropriately identifying mitigating and aggravating factors to consider in sustained cases. Provides timely updates regarding case processing to the DAI Allegation Inquiry Report SharePoint. Prepares Investigation Closure Memorandums for the subjects of the investigation as well as the claimant (the incarcerated person, third party, etc.) for the ERO's review and approval.
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10%	Assists to research, analyze, and advise the ERO and management on institutional policy, i.e., interpret and advise of the proper application of Government Codes, California Code of Regulations, DOM, etc. in preparation for the disciplinary action process.

10%	Responds to requests for information from the VA, OIG, etc.; assists with the preparation of other written legal documents as needed (i.e. Stipulated Settlement Agreements; Pre-Hearing Settlement Conference Statements; legal advocate briefs, etc.).	
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