

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Institution – Compliance Analyst		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
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 supervision of the Chief Executive Officer (CEO), the Analyst I performs the less complex analytical work in evaluating, monitoring, and maintaining institution compliance with various federal court mandates, federal and State regulations, and departmental policies and procedures associated with providing access to programs and services to patients with disabilities. The Analyst I performs a wide variety of analytical duties and responsibilities that require the knowledge of Department regulations, policies and procedures, good judgment, and the ability to communicate effectively. The Analyst I prepares reports, correspondence, collects data, tracks information, monitors tracking systems and makes recommendations to management. The Analyst I supports the overall mission and immediate goals of the institution and performs duties as necessary to provide better delivery of program services.						
% 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						

25%	Reviews, evaluates, develops, and updates local operating procedures to ensure compliance with the following regulatory authorities: the Disability Placement Program (DPP), the Armstrong Remedial Plan, the Developmental Disability Program (DDP), the Clark Remedial Plan, the American with Disabilities Act (ADA), the California Correctional Health Care Services (CCHCS) Incarcerated Medical Services Policies and Procedures, as well as all related sections of the California Code of Regulations Title 15 and Department Operations Manual.
20%	Assists in conducting monthly internal audits across health care disciplines to improve processes and mitigate barriers to achieving compliance. Completes qualitative analyses on a regular basis to monitor the institution's ability to achieve compliance. Reviews external audit reports (e.g., Armstrong Monitoring Tour [AMT], reports completed by the Prison Law Office, Compliance Review [CR] reports completed by California Department of Corrections and Rehabilitation Office of Audits and Court Compliance), and as necessary, prepares Corrective Action Plans (CAP) which fully address any deficiencies. Ensures the proposed plan is reasonable, measurable, and sustainable. Attends and clearly communicates information orally during all compliance related meetings or conference calls (e.g., AMT and CR exit meetings, CAP conference calls). Monitors and documents progress toward completing CAP items.
20%	On behalf of the CEO, documents health care related DPP/DDP allegations of staff non-compliance, as well as the inquiry process associated with each allegation. Records allegations on the monthly DPP/DDP Allegation of Non-Compliance Log and submits the completed log to the designated headquarters staff on a monthly basis. Tracks allegation inquiries as they are assigned to supervisory staff, conducts the incarcerated interviews if designated, and ensures inquiries are completed in a timely manner. Acts as liaison with the custody ADA Coordinator.
20%	Assists the Health Care Appeals analyst with the timely processing of appeals when disability related appeal responses are late more than 30 percent of the time within the prior 6 months. Coordinates, tracks, and facilitates mandated compliance training (e.g., Armstrong Training Overview and Medical Module, effective communication, reasonable accommodations).
10%	Documents, tracks, and reports the purchase and issuance of health care assistive devices (e.g. wheelchairs, canes) including repairs and replacements. Ensures all prescribed assistive devices are recorded and tracked. Provides written documentation to custody staff verifying authorization for the incarcerated to have assistive devices.
5%	Performs other duties as required.
	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 government 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. 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 Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situation encountered on the job without endangering their own health and well-being or that of their fellow employees, the incarcerated, or the public. 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. • Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles. • Demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests. • Willingness and ability to accept increasing responsibility.	
finmSUPERVISOR'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)				
UNIT NAME AND CITY LOCATED Institution – Compliance Analyst		CLASSIFICATION TITLE Analyst II				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
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 direction of the Chief Executive Officer (CEO), the Analyst II. independently performs the more complex analytical work in evaluating, monitoring, and maintaining institution compliance with various federal court mandates, federal and State regulations, and departmental policies and procedures associated with providing access to programs and services to patients with disabilities. The Analyst II performs a wide variety of analytical duties that require knowledge of Department regulations, policies, procedures, and the ability to work independently, communicate effectively, and exercise good judgment. May function as a team lead over internal audits and special projects. The Analyst II supports the overall mission and immediate goals of the institution and performs duties as necessary to provide better delivery of program services.						
% 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. (Use addition sheet if necessary)					
ESSENTIAL FUNCTIONS						

25%	Reviews, evaluates, develops, and updates local operating procedures to ensure compliance with the following regulatory and legal mandates: Disability Placement Program (DPP), the <i>Armstrong</i> Remedial Plan, the Developmental Disability Program (DDP), the <i>Clark</i> Remedial Plan, the American with Disabilities Act (ADA), the California Correctional Health Care Services (CCHCS) Incarcerated Medical Services Policies and Procedures, and related sections of the California Code of Regulations, Title 15, and Department Operations Manual. Provides subject matter expertise to management and staff on questions, issues, or concerns related to compliance with these regulatory and legal mandates.
20%	Independently conducts monthly internal audits across health care disciplines to improve processes and mitigate barriers to achieving compliance and facilitates external compliance reviews or audits. Completes qualitative analyses on a regular basis to monitor the institution's ability to achieve compliance. Reviews external audit reports (e.g., <i>Armstrong</i> Monitoring Tour [AMT], reports completed by the Prison Law Office, and Compliance Review [CR] reports completed by California Department of Corrections and Rehabilitation, Office of Audits and Court Compliance) and, as necessary, prepares Corrective Action Plans (CAP) which fully address any deficiencies. Ensures the proposed plan is reasonable, measurable, and sustainable. Attends and clearly communicates information orally during all compliance related meetings or conference calls (e.g., AMT and CR exit meetings, CAP conference calls, etc.). Monitors and documents progress toward completing CAP items.
20%	On behalf of the CEO, documents health care related DPP/DDP allegations of staff non-compliance as well as the inquiry process associated with each allegation. Records allegations on the monthly DPP/DDP Allegation of Non-Compliance Log and submits the completed log to the designated headquarters staff on a monthly basis. Tracks allegation inquiries assigned to supervisory staff, conducts interviews with the incarcerated if designated, and ensures inquiries are completed in a timely manner.
20%	Acts as liaison with the custody ADA Coordinator. Assists the Health Care Appeals analyst with the timely processing of appeals when disability related appeal responses are late more than 30 percent of the time within the prior 6 months. Coordinates, tracks, and facilitates mandated compliance training to all CCHCS staff (e.g., <i>Armstrong</i> Training Overview and Medical Module, effective communication, reasonable accommodations).
10%	Documents, tracks, and reports the purchase and issuance of health care assistive devices (e.g., wheelchairs, canes) including repairs and replacements. Ensures all prescribed assistive devices are recorded and tracked. Provides written documentation to custody staff verifying authorization for the incarcerated to have assistive devices.
5%	Performs other duties as required.
	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.

	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 Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, the incarcerated, or the public. 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
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