

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-261-5393-806		MCR / HCR 1
DIVISION / UNIT Personnel		CLASSIFICATION TITLE Analyst II		
		WORKING TITLE Classification and Pay Analyst		
		TIME BASE / TENURE PERM/FT	CBID R01	WWG 2
LOCATION 300 Prison Rd. Represa CA 95671		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.				
DIVISION OVERVIEW				
You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.				
GENERAL STATEMENT				
Under the general direction of the Staff Services Manager I (Institutional Personnel Officer), the Associate Governmental Programs Analyst (AGPA) is responsible for facilitating seamless personnel service for Folsom State Prison through the position allocation and appointment process. The incumbent perform with initiative and independence the more complex technical and analytical staff work as it relates to the institution's classification and pay, and personnel management functions, as well as provides advice and consultation to supervisors and managers.				
% 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%	Acting as the primary institution contact for Classification and Pay, the AGPA coordinates with the delegated testing officer and payroll transaction staff on certification lists, SROA/DROA clearances, special salary considerations, and potential appointment restrictions prior to submitting a recommendation for appointment to the Institutional Personnel Officer. Independently reviews and approves requests for a variety of classification and pay actions including transfers; training and development assignments; retired annuitants; reinstatements; hiring above minimum; alternate pay ranges; out of class assignments, and other special appointment			

	situations. Consults with the Position Control Analyst on position activity and history, assembles data, and prepares required documentation (e.g., Approval to Appoint Memorandum, duty statements, organization charts, allocation worksheets, freeze exemptions and recruitment material) needed for appointments and ensures all documentation is consistent with prescribed specification, allocation guides and other authoritative personnel management resources. Makes transfer and salary determinations in accordance with appropriate laws and rules. Acts as the institution's Limited Exam & Appointment Process (LEAP) coordinator, ensuring all policies and procedures related to LEAP appointments are followed.
30%	Provides personnel management consultation to supervisors and managers on the appropriate interpretation and application of personnel laws, rules, policies and procedures; recommends appropriate courses of actions. Explains personnel laws, rules, and policies to employees, labor relations, and other staff. Represents the institution at various control agency meetings; ensures confidentiality and security of personnel documents are maintained. Participates as the institution's Personnel Representative on special task force committees, at meetings, and conferences. Independently conducts special analytical studies and surveys/audits (i.e. Inmate Worker Supervision Pay (IWSP), Out of Class Assignments). Assists with developing and preparing policy and/or procedural memorandums; assists with formulating policies relative to new hiring procedures, etc. Identifies personnel management alternatives
20%	Independently reviews all duty statements to ensure the duties are appropriate for the classification and in the proper format. Compiles information needed for initiating and documenting proposed "new" duty statements. Maintains master file of the institution's duty statements
10%	Interprets and administers applicable sections of the California Department of Human Resources and State Personnel Board Laws and Rules, Government Code, Collective Bargaining Unit Agreements, Personnel and Payroll Transactions Manual, Personnel Operations Manual, Classification & Pay Manual, Management Memos and Administrative Directives, and the State Administrative Manual. Ensures compliance with applicable statutes. Ensures uniform, consistent, and correct interpretation of current laws, rules, and policies are followed and applied. Oversees bilingual certification, IWSP, and other special pay processes. Reviews and approves bilingual pay requests based on organizational need, frequency of duties performed, and eligibility. Then submits request to the hiring authority for approval. Provides back-up to the Position Control Analyst.
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 prison inmates, visitors, nonemployees and employees shall be made aware of this.

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 time line 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.*

POSITION NUMBER (Agency – Unit – Class – Serial) 071-261-5393-806	Page 3 of 3
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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT: • <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

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		WORKING TITLE Classification & Pay Analyst		
		TIME BASE / TENURE PERM/FT	CBID R01	WWG 2
LOCATION 300 Prison Rd. Represa CA 95671		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.

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GENERAL STATEMENT

Under the general direction of the Staff Services Manager I (Institution Personnel Officer), the Staff Services Analyst (SSA) is responsible for facilitating seamless personnel service for Folsom State Prison through the position allocation and appointment process. The incumbent performs with assists with technical and semi-analytical staff work as it relates to the institution's classification and pay, and personnel management functions as well as provides advice and consultation to supervisors and managers.

% 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 SSA coordinates with the hiring and recruitment analyst and payroll transaction staff on certification lists, SROA/DROA clearances, special salary considerations, and potential appointment restrictions prior to submitting a recommendation for appointment to the Institutional Personnel Officer. Assists with reviewing requests for a variety of classification and pay actions including transfers; training and development assignments ; retired annuitants; reinstatements; hiring above minimum; alternate pay ranges; out of class assignments, and other special appointment situations. Consults with the Position Control Analyst on position activity and history,

	assembles data, and prepares required documentation (e.g., Approval to Appoint Memorandum, duty statements, organization charts, allocation worksheets, freeze exemptions and recruitment material) needed for appointments and ensures all documentation is consistent with prescribed specification, allocation guides and other authoritative personnel management resources. Performs transfer and salary determinations in accordance with appropriate laws and rules.
30%	Acts as the institution's Limited Exam & Appointment Process (LEAP) coordinator, ensuring all policies and procedures related to LEAP appointments are followed. Assists with providing personnel management consultation to supervisors and managers on the appropriate interpretation and application of personnel laws, rules, policies and procedures; recommends appropriate courses of actions. Explains personnel laws, rules, and policies to employees, labor relations, and other staff. Represents the institution at various control agency meetings; ensures confidentiality and security of personnel documents are maintained. Participates as the institution's Personnel Representative on special task force committees, at meetings, and conferences. May assist with special analytical studies and surveys/audits (i.e. Incarcerated person Worker Supervision Pay (IWSP), Out of Class Assignments). Assist with developing and preparing policy and/or procedural memorandum; assist with formulating policies relative to new hiring procedures, etc. and identifying personnel management alternatives.
20%	Assists with reviewing all duty statements to ensure the duties are appropriate for the classification and in proper format. Compiles information needed for initiating and documenting proposed "new" duty statements. Maintains master file of the institution's duty statements.
10%	Interprets and administers applicable sections of the California Department of Human Resources and State Personnel Board Laws and Rules, Government Code, Collective Bargaining Unit Agreements, Personnel and Payroll Transactions Manual, Personnel Operations Manual, Classification & Pay Manual, Management Memos and Administrative Directives, and the State Administrative Manual. Ensures compliance with applicable statute. Ensures uniform, consistent, and correct interpretation of current laws, rules, and policies are followed and applied. Assists with overseeing bilingual certification, IWSP, and other special pay processes. Reviews and assists with bilingual pay requests based on organizational need, frequency of duties performed, and eligibility. Provides back-up to the Position Control Analyst.
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

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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.		
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