

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Legal Affairs	POSITION NUMBER 065-400-5393-864	MCR / HCR	
DIVISION / UNIT Administrative Support Employment Advocacy and Prosecution Team Employee Discipline Unit	CLASSIFICATION TITLE Analyst II		
	WORKING TITLE Discipline Verification Analyst		
	TIME BASE / TENURE FT/Perm	CBID R01	WWG 2
	COI Yes ☐ No ☒		
LOCATION Old Placerville Road, Sacramento, CA, 95827	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			
The Office of Legal Affairs (OLA), Employment Advocacy and Prosecution Team (EAPT) assists in investigations into employee misconduct, advises Departmental hiring authorities on the Employee Discipline Process, and pursues disciplinary actions on behalf of CDCR. In addition, EAPT litigates requests to file charges with the State Personnel Board (SPB), appeals to SPB, or whistleblower complaints before the SPB, and defends or prosecutes petitions for writs of administrative mandamus before the superior and appellate courts. EAPT works with highly sensitive and confidential information and requires employees to maintain strict confidentiality.			
GENERAL STATEMENT			
Under direction of the Performance Management Team Supervisor II (Supervisory), the Discipline Verification Analyst is primarily responsible for conducting research and responding to employee discipline verification requests. This position is subject to			

continuous, direct supervision and the incumbent is required to use independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures to specific situations and special assignments.

% 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.
40%	Monitor, manage, and respond to discipline verification requests submitted to the Employee Discipline Unit; log, research, and review available records and databases to appropriately respond to requests for discipline verification; process requests with confidentiality and discretion for each type of request (e.g., relating to pending litigation, employment background checks, hiring clearances and executive appointments, matters pending the discipline process, etc.); after verifying an individual's prior discipline history and case outcomes, appropriately disclose an individual's discipline history or refer the requestor to the appropriate custodian of records that maintains the requested information; track discipline verification inquiry types; provide statistical reports to management.
35%	Assist with case closure of EAPT legal files; assist with identification and coordination of legal files for confidential destruction and recording the destruction of said files in the respective ProLaw matters; maintain knowledge of applicable regulation, law, policies, procedures, and proposed legislation affecting employee discipline records and the record retention schedule of said files; develop evaluation tools for data and file management integrity; recommend policy or procedural changes for case closure to improve efficiency; serve as a point of contact and subject matter expert for the employee discipline verification process; update the Discipline Verification Guidelines and Procedures. Assist the PMT Supervisor II with special projects, as assigned.
15%	In accordance with California Penal Code Section 832.12, receive and log written requests submitted by a department or agency that employs peace officers to view a CDCR peace officer candidate's discipline file maintained by EAPT; coordinate and schedule time with the requesting agency or department to view the peace officer candidate's discipline file or refer the requestor to the appropriate custodian of records that maintains the candidate's discipline file. Will assist the PMT Supervisor II or designee with preparing documents for Pitchess Motions or a requests for a production of documents needed for other types litigation proceedings.
5%	Provide back-up support to the Case Closure Analyst with the monitoring of the Litigation Hold Mailbox for Document Preservation Notices and Lifting Notifications.
5%	Perform administrative duties including, but not limited to: adhere to and comply with Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time; submit timesheets by the due date; attend and complete annual mandatory training; attend meetings; other duties as required.

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, non-employees, 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 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.

065-400-5393-864

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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position is subject to continuous, direct supervision and the incumbent is required to use independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures to specific situations and special assignments.

The Analyst I classification consists of three alternate ranges. Movement through Ranges A and B progress from specific task-oriented assignments, accompanied by detailed instructions, to more generally defined objectives including priorities and deadlines. At Range C, incumbents are expected to use a more conceptual approach to problem-solving and reasoning and show increased independence.

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

**ANALYST I AND ANALYST II
ESSENTIAL FUNCTIONS**

THE ESSENTIAL FUNCTIONS OF THIS POSITION INCLUDE THE FOLLOWING:

To perform this job successfully, an individual must be able to demonstrate a high degree of initiative, professionalism, tact, and confidentiality.

- Occasional travel required to Department work locations locally or statewide as necessary.
- Knowledge of principles, practices, and trends of public and business administration and management and supportive staff services such as budgeting, personnel, and management analysis, government functions, and organization and methods and techniques of effective leadership.
- Ability to 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. Ability to consult with and advise administrators or other interested parties on a wide variety of subject-matter areas. Ability to gain and maintain the confidence and cooperation of those contacted during the course of work. Ability to coordinate the work of others, act as a team or conference leader and appear before legislative and other committees.
- Ability to take technical and legal information and present it to layman clearly and logically. Incumbent must be able to write documents in English and at a high school level, and must be able to speak English clearly and effectively in a large group setting.
- Ability to evaluate situations accurately and take effective action, compile clear and comprehensive reports, deal tactfully with a wide range of inquiries and apply specific laws, rules and office policies and procedures.
- Knowledge of computer, basic office equipment, hand-held computing devices, and scanning/copier equipment.
- Demonstrated ability to act independently, maintain open-mindedness and flexibility, tactfully make sound business decisions and willingness to assume leadership during the Supervisor I absence. Ability to communicate technical legal information to various Department staff clearly and concisely.
- Ability to learn rapidly, follow directions, communicate effectively with other staff and those contacted in the workplace. Ability to exhibit professional work habits such as punctuality, skill, neatness, and dependability. Ability to make satisfactory progress in a prescribed training program. Ability to interpret written material, edit written material, write effectively, and analyze written and numerical data accurately.
- All of the essential functions of the Analyst I and Analyst II require reaching, grasping, the repetitive motion of keyboarding, sitting/standing for lengthy periods of time and near acuity viewing ability.

California Department of Corrections
Office of Legal Affairs

**ANALYST I AND ANALYST II
ESSENTIAL FUNCTIONS**

- Ability to work from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Supervisor's Statement: I have discussed the duties of the position with the employee.

EMPLOYEE

SUPERVISOR

Print Name		Print Name	
Signature	Date	Signature	Date