

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-060-5157-002				
UNIT NAME AND CITY LOCATED Office of Legal Affairs – Elk Grove		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE Analyst I				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Dr., Building D-3 Elk Grove, CA 95758				
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 the direction of the Assistant Chief Counsel, the Analyst I is responsible for analytical support to all team members within the CCHCS Office of Legal Affairs (COLA), which is located at CCHCS headquarters in Elk Grove, California. Additional on-site work may be required on short notice.						
% 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					
45%	Tracks and monitors assignments received by COLA attorneys, including documenting workload distribution, identifying and analyzing trends impacting case management, and compiling and analyzing data to assist COLA leadership with workload evaluation, resource planning, future staffing requests, and other management needs. Prepares reports and summaries for leadership review and collaborates with management to ensure accurate and timely tracking of all incoming assignments.					
35%	Searches for documentary evidence; prepares rough drafts of documents for review by the assigned attorney for matters pending before various administrative agencies, all State courts, and					

15% 5%	all federal courts. Tracks and monitors departmental class action litigation. Assists in the preparation of exhibits, conducts historical case research, and summarizes documents. Assists with maintenance and management of electronic resource library. Acts as analytical support to COLA staff and management as needed. Assists in reviewing and preparing responses to routine procedural and/or large-volume type inquiries, such as Public Records Act requests or class action litigation; and assists in preparing and conducting training. Serves as back-up to other COLA support staff as needed; conducts and participates in regular staff meetings; analyzes workflows, processes, and policies to identify and develop training and update procedures. Performs other duties as required. Travel to correctional institutions may be required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental 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. DESIRABLE QUALIFICATIONS • Proficiency in Microsoft Office 365 software applications, including Teams, Outlook, Word, Share Point, Excel, and PowerPoint, among others. • The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. • The incumbent must be able to establish and maintain effective working relationships with those contacted during the course of work; work well under pressure, follow oral and written directions, make appropriate decisions and well-thought-out recommendations, work independently in completing assignments and meeting required deadlines. • The incumbent must be able to learn new programs and systems as they are developed, and keep complex electronic records organized. OTHER DOMAINS 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 SPECIAL PERSONAL CHARACTERISTICS • Demonstrated ability to act independently, open-mindedness, flexibility, and tact. • 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
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