

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-231-5157-824				
UNIT NAME AND CITY LOCATED Classification and Pay Unit Human Resources Section -Elk Grove, CA		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE Human Resources Hiring Analyst				
		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 Drive, 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 supervision of the Supervisor I, Classification and Pay (C&P), the Analyst I is responsible for providing exceptional customer service and expertise on less complex issues related to C&P.						
% 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					
30%	Assists with completing C&P special projects by conducting research, data gathering and analysis in order to provide input or a recommendation to management. Interprets civil service laws, rules and regulations as they relate to personnel, the hiring process, and the mandates of the Receivership. Provides consultation to program management and liaisons regarding various Human Resource (HR) matters and the impact of changes in policy, laws, and/or regulations. Makes recommendations on process improvements and various HR issues.					
30%	Initiates and completes Request for Personnel Actions (RPAs). Establishes, recruits/fills, reclassifies, and redirects positions in accordance with state and departmental laws, rules, processes and procedures. Validates existing positions by reviewing information from Position Control and Budgets. Requests certification lists from the Cert Unit. Verifies candidate's eligibility,					

20% 15% 5%	and determines alternate range placement. Works closely with assigned programs to ensure all pre-employment documents are completed in a timely manner. Reviews and analyzes RPAs and provides recommendations for various related C&P actions including Hiring Above Minimum request, Out-of-Class assignments, and Training and Development Assignments. Assists with developing, reviewing, analyzing, and evaluating the less complex C&P items including but not limited to: duty statements, organizational structures. Exceptional Allocations, and policies and procedures. Makes recommendations to management on proposed position allocations and organizational structures are appropriate based on classification specifications, allocation guidelines and applicable laws and rules. Communicates with programs to understand organizational needs and provide appropriate solutions are alternatives. Represents C&P in committee meetings. Creates, monitors, and updates various electronic databases, tables, and charts. Prepares reports of findings and recommendation to be presented to program and/or management. May perform other job-related duties as 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 • Knowledge of the State of California Civil Service laws, rules, policies, and procedures • Service oriented with the ability to remain flexible and adapt to rapid changes in priorities and work assignments while maintaining a high degree of accuracy • Ability to think critically and research, interpret data and apply laws, rules, bargaining unit contracts, practices and principles as they apply to personnel management and human resources • Ability to develop and present decisions and facilitate discussions related to Classification and Pay topics to staff of all levels • Proficiency in Microsoft Office Suite (e.g., Excel, PowerPoint, Word, Visio) • Strong written and verbal communication skills • Experience developing policies and procedures • Highly organized, able to manage multiple priorities with varying deadlines • Human Resources experience OTHER DOMAINS NA 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 Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or to constantly lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods. 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
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) 042-231-5393-824				
UNIT NAME AND CITY LOCATED Classification and Pay Unit Human Resources Section -Elk Grove, CA		CLASSIFICATION TITLE Analyst II				
		WORKING TITLE Human Resources Hiring Analyst				
		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 Drive, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
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PRIMARY DOMAIN:						
Under the direction of the Supervisor I, Classification and Pay (C&P), the Analyst II provides exceptional customer service and expertise on a full range of the more complex and sensitive issues related to C&P.						
% 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					
30%	Responsible for independently completing special projects, such as, board items, or salary analyses, designed to support CCHCS' ability to create a sustainable correctional health care delivery system. Conducts extensive research, data gathering and analysis in order to complete assignments. Interprets civil service laws, rules and regulations as they relate to personnel, the hiring process and the mandates of the Receivership. Provides consultation to program management and liaisons regarding various Human Resources (HR) matters and the impact of changes in policy, regulations, etc. Makes recommendations on process improvements and various HR issues.					
30%	Analyzes complex personnel actions. Initiates and completes Request for Personnel Actions. Establishes, recruits/fills, reclassifies and redirects positions in accordance with state and					

20% 15% 5%	departmental laws, rules, processes and procedures. Validates existing positions by reviewing information from Position Control and Budgets. Requests certification lists from the Cert Unit. Verifies candidate's eligibility, and determines alternate range placement. Works closely with assigned programs to ensure all pre-employment documents are completed in a timely manner. Independently, reviews and approves requests for various related C&P actions including Hiring Above Minimum request, Out-of-Class assignments, and Training and Development Assignments. Independently develops, reviews, analyzes, and evaluates complex C&P items including but not limited to: duty statements, organizational structures, grievances, merit issue complaints, Compelling Management Needs, Exceptional Allocations, and policies and procedures. Determines whether proposed position allocations and organizational structures are appropriate based on classification specifications, allocation guidelines and applicable laws and rules. Performs desk audits to determine the most appropriate classifications for specific positions. Communicates with programs to understand organizational needs and provide appropriate solutions are alternatives. Acts as a lead person to lower level staff to provide guidance in the performance of analytical work. Develops materials and tools to conduct training for hiring programs on complex C&P issues. Represents C&P in committee meetings. Creates, monitors, and updates various electronic databases, tables, and charts. Prepares reports of findings and recommendation to be presented to program and/or management. May perform other job-related duties as 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. Methods and techniques of effective communication and 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; 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. Coordinate the work of others, act as a team leader, and appear before legislative or other committees. DESIRABLE QUALIFICATIONS • Knowledge of the State of California Civil Service laws, rules, policies, and procedures • Service oriented with the ability to remain flexible and adapt to rapid changes in priorities and work assignments while maintaining a high degree of accuracy • Ability to think critically and research, interpret data and apply laws, rules, bargaining unit contracts, practices and principles as they apply to personnel management and human resources • Ability to develop and present decisions and facilitate discussions related to Classification and Pay topics to staff of all levels • Proficiency in Microsoft Office Suite (e.g., Excel, PowerPoint, Word, Visio) • Strong written and verbal communication skills • Experience developing policies and procedures • Highly organized, able to manage multiple priorities with varying deadlines • Human Resources experience

	OTHER DOMAINS NA 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 - 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.	
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