

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-151-5157-823				
UNIT NAME AND CITY LOCATED Business Services Acquisitions Management Section Elk Grove		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE				
		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 in the Enterprise Asset Management Unit, the Analyst I is responsible for providing administrative and analytical support related to the development and operation of the California Correctional Health Care Services' property control system. Incumbent must be able to travel to assigned institutions.						
% 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					
40%	Assists with reviewing current regional asset management procedures and makes improvement recommendations on business processes. Researches and analyzes best practices related to asset management and recommends changes to the business process with management as applicable. Assists with coordinating asset management functions of regions within the California Department of Corrections and Rehabilitation's (CDCR) adult institutional system in accordance with the State Administrative Manual (SAM) and Department Operations Manual (DOM). Maintains property accounts and records of location of property, utilizing tools that include an automated database system and various forms. Ensures that capitalized assets and/or items identified as sensitive are properly marked with property asset tags and property asset tags are distributed to CDCR institutions for health care assets. Assists in establishing an inventory of State assets using the					

30% 20% 10%	Systems, Applications, and Products web-based contract management tools, and other resources to track assets and the issuance of assets to authorized locations to complete the receiving process. Informs appropriate personnel of guidelines concerning the care and movement of property to maintain accountability in accordance with established guidelines. Participates in the development and implementation of an enterprise-wide asset management system utilizing established State guidelines in the SAM and DOM. Assists with developing policies and procedures and forms for enterprise-wide implementation. Assists with developing and conducting training to various staff on asset management procedures. Coordinates with other headquarters regional support team members and property control staff assigned to various locations enterprise-wide. Travel to institutions throughout the State with overnight stays, as needed. Prepares mandated reports, as required for control agencies, to provide information as it relates to equipment/property inventory. Prepares annual statements of property inventory showing the cost of property by classification. Provides assistance with determining the condition of property and recommending proper disposition of property requiring repair, salvage, or disposal in accordance with established guidelines. Plans and coordinates a biannual regional physical inventory. Monitors and reviews reconciliation discrepancies between physical inventory and existing property accounts/records. Advises management on proper procedures and legislation related to Enterprise Asset Management. Performs other related duties as assigned.
	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 Strong analytical skills, decision-making, customer service, excellent oral and written communication, and interpersonal communication skills needed. Ability to multi-task and meet multiple deadlines in a timely manner. Ability to conduct research and analysis utilizing available resources; ability to work with staff at all levels in the organization. Ability to organize/prioritize workload to meet demands. Knowledge of Microsoft Applications such as Word, Excel, Outlook and Visio. Knowledge of, or certifications in, emergency preparedness or business continuity. Work cooperatively with others, and maintain regular, consistent, and predictable attendance. Must be able to travel to assigned institutions. 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 25 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 of time. 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) 042-151-5393-823				
UNIT NAME AND CITY LOCATED Business Services Acquisitions Management Section Elk Grove		CLASSIFICATION TITLE Analyst II				
		WORKING TITLE				
		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 in the Enterprise Asset Management Unit, the Analyst II is responsible for the development, daily operation, and regional support of the California Correctional Health Care Services' property control system. The Analyst II will support and promote a positive work environment and productive relationships with all staff and stakeholders in an ethical and professional manner. Incumbent must be able to travel to assigned institutions.						
% 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					
40%	Reviews current regional asset management procedures and makes improvements and recommendations on business processes. Researches and analyzes best practices related to asset management, and recommends changes to the business process with management as applicable. Coordinates and oversees asset management functions of regions within the California Department of Corrections and Rehabilitation's (CDCR) adult institutional system in accordance with the State Administrative Manual (SAM) and Department Operations Manual (DOM). Maintains property accounts and records of location of property, utilizing tools that include an automated database system and various forms. Ensures that capitalized assets and/or items identified as sensitive are properly marked with property asset tags and property asset tags are distributed to CDCR					

30% 20% 10%	institutions for health care assets. Establishes an inventory of State assets using the Systems, Applications, and Products web-based contract management tools, and other resources to track assets and the issuance of assets, and ensures authorized locations complete the receiving process. Informs appropriate personnel of guidelines concerning the care and movement of property to maintain accountability in accordance with established guidelines. Develops a plan for the establishment of an enterprise-wide asset management system utilizing established State guidelines in the SAM and DOM. Develops policies, procedures, and forms for enterprise-wide implementation. Acts as team leader for regional asset management program implementation. Develops presentations and provide training to various staff on asset management procedures. Coordinates with other headquarters regional support team members and property control staff assigned to various locations enterprise-wide. Travels to institutions throughout the State with overnight stays, as needed. Prepares mandated reports, as required for control agencies, to provide information as it relates to equipment/property inventory. Prepares annual statements of property inventory showing the cost of property by classification. Provides assistance with determining the condition of property and recommending proper disposition of property requiring repair, salvage, or disposal in accordance with established guidelines. Plans and coordinates a biannual regional physical inventory. Monitors and reviews reconciliation discrepancies between physical inventory and existing property accounts/records. Advises management on proper procedures and legislation related to Enterprise Asset Management. Performs other 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; and 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; and coordinate the work of others, act as a team leader, and appear before legislative or other committees. DESIRABLE QUALIFICATIONS Strong analytical skills, decision-making, customer service, excellent oral and written communication, and interpersonal communication skills needed. Ability to multi-task and meet multiple deadlines in a timely manner. Ability to conduct research and analysis utilizing available resources. Ability to work with staff at all levels in the organization. Ability to organize/prioritize workload to meet demands. Knowledge of Microsoft Applications such as Word, Excel, Outlook and Visio. Knowledge of or certifications in emergency preparedness or business continuity. Work cooperatively with others, and maintain regular, consistent, and predictable attendance. Must be able to travel to assigned institutions. 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

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