

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-210-5402-xxx				
UNIT NAME AND CITY LOCATED Employment & Outreach Unit Executive Recruitment and Selection Elk Grove, CA		CLASSIFICATION TITLE Analyst III				
		WORKING TITLE Analyst III				
		COI Yes ☒ No ☐	WORK WEEK GROUP 2	CBID R01	TENURE Perm	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 general direction of the Supervisor II, Executive Recruitment and Selection Unit (ERSU), the Analyst III performs difficult and sensitive ERSU projects. The Analyst III is responsible for the effective resolution of a broad range of issues and functions as a project leader. This individual also functions as a highly skilled, independent consultant with the ability to act authoritatively and provide high-level expertise and assistance on the formulation of difficult and sensitive ERSU policies and procedures, and the interpretation of Human Resources (HR) standards, laws, and rules.						
% 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						

35%	Responsible for independently completing complex ERSU board items, Career Executive Assignment concept proposals, examinations, recruitments, pay differentials, salary analyses, and other high priority projects and/or personnel actions essential to the missions of the CCHCS. Conducts extensive research and analysis to complete projects and assignments. Represents CCHCS HR at high level committee meetings and meetings with control agencies. Ensures deadlines are met. As a highly skilled consultant, mentors and trains other ERSU analysts in performing these functions. Personally, handles sensitive and/or complex ERSU issues for CCHCS programs, maintaining complete confidentiality of information.
30%	Provides expert guidance to executive staff, management, programs, and HR staff regarding the interpretation of civil service laws, rules, policies, and procedures. Ensures personnel actions are appropriate and legal. Resolves highly complex and sensitive HR issues related to ERSU raised by executive and management staff, using strong problem-solving skills and in-depth knowledge of management, HR, and administrative functions. Independently responds to, and makes decisions regarding, critical and ongoing issues involving program functions.
15%	Creates, monitors, and updates various electronic databases. Independently develops and reviews reports and spreadsheets to track/measure metrics. Compiles comparative statistics, analyzes data to draw conclusions, and prepares reports of findings and recommendations to management on various personnel related issues in order to identify areas for improvement, increase efficiency, and streamline processes.
15%	Develops ERSU policies, procedures, tools, and training modules pertaining to various aspects of the ERSU program in order to implement new processes, comply with laws/rules.
5%	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 and principles, problems, and procedures of program planning, public administration, and the legislative processes; principles, practices and trends of organization and management; planning, implementation, monitoring and evaluation methodology; organizing and conducting surveys; and research techniques. <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 and analyze legislation, identify concerns, and make recommendations to management; recognize and evaluate emerging trends; plan, develop and coordinate program activities; plan, design, implement and evaluate programs and projects; recommend standards, policies and procedures; conduct research and analysis of quantitative and qualitative data; analyze sensitive and controversial situations accurately, take appropriate action and communicate sensitive and controversial topics and decisions effectively; evaluate the work of others in accomplishing complex tasks; and effectively communicate difficult technical concepts.

	DESIRABLE QUALIFICATIONS <i>Interpersonal Skills:</i> Work independently and in a team setting. 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 HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
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