

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Administrative Services	POSITION NUMBER (Agency-Unit-Class-Serial) 065-573-5393-XXX	MCR / HCR NA/1	
DIVISION / UNIT Human Resources Strategic Policy & Compliance Headquarters Classification & Hiring	CLASSIFICATION TITLE Analyst II		
	WORKING TITLE Analyst II		
	TIME BASE / TENURE FT/Perm	CBID R01	WWG 2
LOCATION 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 mission of Human Resources is to provide a positive employee experience through the delivery of excellent customer service. Our goal is to have a trusted human resources management program that is service-oriented and policy compliant to: recruit and retain top talent, provide meaningful wellness programs, empower professional development, create innovative solutions to deliver a diversified high performing workforce.			
GENERAL STATEMENT			
Under the direction of the Supervisor I, the Analyst II will work as a full journey level analyst working with a high degree of independence and in conjunction with other analysts in the management of all personnel processes within Human Resources (HR). The Analyst II acts as the primary Headquarters Classification & Hiring (HCH) contact for various headquarters programs. The Analyst II is responsible for facilitating seamless personnel services to HR staff through the position allocation, recruitment, certification, hiring, appointment, and Classification & Pay (C&P) processes.			

% 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.
35%	Acts as the primary Headquarters Classification & Hiring contact and provides personnel management consultation to assigned program supervisors, managers, liaisons, and employees. Interprets and applies various personnel laws, rules, regulations, and Departmental policies and procedures to facilitate a seamless provision of personnel services through the recruitment, certification, and hiring/appointment processes. Independently reviews and approves requests for a variety of C&P actions, such as: Requests for Personnel Actions, transfer determinations, minimum qualification reviews, peace officer in headquarters analysis, exceptional allocations, training and development assignments, retired annuitant appointments, reinstatements, hiring-above-minimum requests, compelling management needs assignments, alternate pay ranges, out-of-class assignments, etc. in accordance with appropriate laws, rules, and regulations.
30%	Reviews and approves Job Requisitions and Job Controls for posting. Establishes certification lists. Creates, prints, and mails candidate contact letters. Processes electronic and hard copy employment applications. Codes certification lists based on employment applications received. Develops and provides viable candidate pools for hiring programs. Processes list clearances.
25%	Provides consultation and support to program management and staff on all phases of the hiring and recruitment process to ensure adherence with all applicable personnel laws, rules, regulations, policies, and procedures. Provides recommendations for removing barriers in the hiring process to attract diverse and qualified staff. Responds to inquiries and questions from candidates regarding certification list eligibility. Prepares various correspondence to hiring programs, applicants, and candidates relative to certification issues.
5%	Updates eligible applicants' contact information on certification lists, as well as location preferences, flag codes, and exam scores and status. Processes certification list requests and transfers of list eligibility. Contacts other State departments to request approval to utilize their lists as appropriate lists when applicable. Acts as a lead person to lower-level staff to provide guidance in the performance of analytical work. Serves as a Subject Matter Expert on hiring, recruitment, certification, and C&P-related workgroups.
5%	Performs administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.

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.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------

SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION

065-573-5393-XXX

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Administrative Services	POSITION NUMBER (Agency-Unit-Class-Serial) 065-573-5157-XXX	MCR / HCR NA/1	
DIVISION / UNIT Human Resources Strategic Policy & Compliance Headquarters Classification & Hiring	CLASSIFICATION TITLE Analyst I		
	WORKING TITLE Analyst I		
	TIME BASE / TENURE FT/Perm	CBID R01	WWG 2
LOCATION 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 mission of Human Resources is to provide a positive employee experience through the delivery of excellent customer service. Our goal is to have a trusted human resources management program that is service-oriented and policy compliant to: recruit and retain top talent, provide meaningful wellness programs, empower professional development, create innovative solutions to deliver a diversified high performing workforce.			
GENERAL STATEMENT			
Under the supervision of the Supervisor I, the Analyst I acts as the primary Headquarters Classification & Hiring (HCH) contact for all programs within the Department. The Analyst I is responsible for facilitating seamless personnel services to program staff through the position allocation, recruitment, certification, and hiring/appointment process. The Analyst I performs the less complex analytical staff work as it relates to the personnel management functions for the Department. This position requires the use of various software applications for many daily activities.			

% 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.
35%	With guidance of the Supervisor I, acts as the primary HCH contact and provides personnel management consultation to assigned program supervisors, managers, liaisons, and employees. Interprets and applies various personnel laws, rules, regulations, and Departmental policies and procedures to facilitate a seamless provision of personnel services through the recruitment, certification, and hiring/appointment processes. Independently reviews and approves requests for a variety of Classification & Pay (C&P) actions, such as: Requests for Personnel Actions, transfer determinations, minimum qualification reviews, peace officer in headquarters analysis, exceptional allocations, training and development assignments, retired annuitant appointments, reinstatements, hiring-above-minimum requests, compelling management needs assignments, alternate pay ranges, out-of-class assignments, etc. in accordance with appropriate laws, rules, and regulations.
30%	Reviews and approves Job Requisitions and Job Controls for posting. Establishes certification lists. Creates, prints, and mails candidate contact letters. Processes electronic and hard copy employment applications. Codes certification lists based on employment applications received. Develops and provides viable candidate pools for hiring programs. Processes list clearances..
25%	Under the supervision of the Supervisor I, provides consultation and support to program management and staff on all phases of the hiring and recruitment process to ensure adherence with all applicable personnel laws, rules, regulations, policies, and procedures. Provides recommendations for removing barriers in the hiring process to attract diverse and qualified staff. Responds to inquiries and questions from candidates regarding certification list eligibility. Prepares various correspondence to hiring programs, applicants, and candidates relative to certification issues
5%	With guidance of the Supervisor I, updates eligible applicants' contact information on certification lists, as well as location preferences, flag codes, and exam scores and status. Processes certification list requests and transfers of list eligibility. Contacts other State departments to request approval to utilize their lists as appropriate lists when applicable. Acts as a lead person to lower-level staff to provide guidance in the performance of analytical work. Serves as a Subject Matter Expert on hiring, recruitment, certification, and C&P-related workgroups.
5%	Performs administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.

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.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------

SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION

065-573-5157-XXX

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.

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