

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-210-5393-850				
UNIT NAME AND CITY LOCATED Employment & Outreach Unit Executive Recruitment and Selection Human Resources Section – Elk Grove		CLASSIFICATION TITLE Analyst II				
		WORKING TITLE Executive Recruitment Analyst				
		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 direction of the Supervisor II, Executive Recruitment and Selection Unit (ERSU), the Analyst II performs the full range of complex and technical personnel duties. The Analyst II provides consultation to managers, supervisors and program staff on the most complex work associated with CCHCS' executive classifications. May act as a lead person over staff in ERSU if needed.						
% 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. (Use addition sheet if necessary)					
	ESSENTIAL FUNCTIONS					
40%	Independently provides consultation, technical assistance, and policy guidance to program staff regarding the varied executive classifications' issues, policies, procedures, and needs. Performs a variety of analytical work and serves as the technical expert in the areas associated with Classification and Pay, Examinations, Transactions, etc. Responsible for all aspects of merit-based hiring practices to ensure consistent interpretation and application of State Personnel Board (SPB) and the California Department of Human Resources (CalHR) laws, rules and regulations. Assists in recruiting for the department's executive classifications. Verifies candidates meet minimum qualification requirements as stated in the class specifications and ensures they possess any required licenses/certificates. Develops exam materials and administers testing. Facilitates the examination scoring and establishes the certification list. Reviews duty statements and					

25% 20% 10% 5%	organizational charts. Coordinates hiring interviews for competitive candidates with the hiring authority. Works closely with assigned programs to ensure all pre-employment documents are completed in a timely manner. Interprets civil service laws, rules and regulations as they relate to personnel, the hiring process and mandates of the department. Regularly audits and updates various reports. Processes salary increases and paperwork when an employee transitions from limited-term to permanent status. Provides guidance and consultation to programs regarding Out of Class assignment (OOC) requests. Reviews bargaining unit contracts to ensure employees serving in an OOC are properly compensated. Provides guidance and consultation to programs regarding employee terminations. Assists departmental staff on the development of concept proposals and exceptional allocations for the department's executive classifications. Acts as the liaison between control agencies and program management to provide information as needed to secure concept proposal approval. Maintains regular communication with program staff to ensure they are informed of the concept proposal status. Provides consultation and technical assistance to the public on the civil service hiring process. Assists in the development of recruitment material for the department's executive classifications. Performs other job related duties deemed necessary to operate the ERSU.
	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 • Experience in Human Resources • Experience working with Executives • Attention to detail 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.	
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) 042-210-5157-850				
UNIT NAME AND CITY LOCATED Employment & Outreach Unit Executive Recruitment and Selection Human Resources Section – Elk Grove		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE Executive Recruitment Analyst				
		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				
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PRIMARY DOMAIN:						
Under the supervision of the Supervisor II, Executive Recruitment and Selection Unit (ERSU), the Analyst I performs the less complex analytical work associated with the California Correctional Health Care Services' (CCHCS) executive classifications.						
% 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. (Use addition sheet if necessary)					
	ESSENTIAL FUNCTIONS					
40%	Performs a variety of the less complex analytical work in the areas associated with Classification and Pay, Examinations, Transactions, etc. Responsible for all aspects of merit-based hiring practices to ensure consistent interpretation and application of State Personnel Board (SPB) and the California Department of Human Resources (CalHR) laws, rules and regulations. Assists in recruiting for the department's executive classifications. Verifies candidates meet minimum qualification requirements as stated in the class specifications and ensures they possess any required licenses/certificates. Assists in developing exam materials and administers testing. Facilitates the examination scoring and establishes the certification list. Reviews duty statements and organizational charts. Coordinates hiring interviews for competitive candidates with the hiring authority. Works closely with assigned programs to ensure all pre-employment documents are completed in a timely manner. Interprets civil service laws, rules and regulations as they relate to					

	personnel, the hiring process and mandates of the department.
25%	Regularly audits and updates various reports. Processes salary increases and paperwork when an employee transitions from limited-term to permanent status. Assists in providing guidance and consultation to programs regarding Out of Class assignment (OOC) requests. Reviews bargaining unit contracts to ensure employees serving in an OOC are properly compensated. Assists in providing guidance and consultation to programs regarding employee terminations.
20%	Assists departmental staff on the development of concept proposals and exceptional allocations for the department's executive classifications. Acts as the liaison between control agencies and program management to provide information as needed to secure concept proposal approval. Maintains regular communication with program staff to ensure they are informed of the concept proposal status.
10%	Provides consultation and technical assistance to the public on the civil service hiring process. Assists in the development of recruitment material for the department's executive classifications.
5%	Performs other job-related duties deemed necessary to operate the ERSU.
	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. <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 • Experience in Human Resources • Experience working with Executives • Attention to detail 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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