

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) 065-571-5393-837			MCR / HCR 1
DIVISION / UNIT Human Resources Talent Management Recruitment & Career Services	CLASSIFICATION TITLE Analyst II			
	WORKING TITLE Analyst II			
	TIME BASE / TENURE P/FT	CBID R01	WWG 2	COI Yes ☐ No ☒
LOCATION Sacramento, CA	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 is responsible for facilitating seamless personnel services among the institution/facility/office/program and the Talent Acquisition and Career Services staff through recruitment, and knowledge of hiring/appointment processes. Responsible for the overall understanding of the exam, minimum qualification processes and may perform these functions during recruitment hiring events. Responsible for performing				

the more complex tasks and activities related to planning, developing, and evaluating recruitment and outreach tools, and monitoring vacancies.

% 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%	Independently completes projects/assignments focused on recruiting and hiring for critical vacancies within the department (e.g., expedited hiring projects, pilot projects, etc.). Independently plans hiring workshops and/or presentations at public locations and institutions by recruiting and developing a community-based pool of potential applications. Attend career and job fairs, and any community events related to recruitment. With direction from the Supervisor I, identify and document authorized positions and number of vacancies by classification. Assist with the development and evaluation of recruitment strategies by researching recruitment trends; assists with recommending recruitment process improvements and/or modifications; assists with the implementation of process and procedures for the Recruitment Team.
30%	Develops and evaluates monitoring tools and monitor institution vacancies and hiring activities on a bi-weekly basis. Develops and evaluates summary reports for management as needed. Organizes all recruitment activities including mailers, workshops, and attending conferences.
25%	Creates language, posts, and monitors the Departments various social media sites; including sourcing and responding to inquiries regarding vacancies and employment opportunities. Drafts and responds to career email correspondence.
10%	Perform 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. Incumbent may act in a lead capacity overseeing HR recruitment projects. Some travel will be required.

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
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SUPERVISOR'S STATEMENT:

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