

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Legal Affairs	POSITION NUMBER 065-400-5393-802	MCR / HCR 1	
DIVISION / UNIT Administrative Support Section Personnel Unit	CLASSIFICATION TITLE Analyst II		
	WORKING TITLE Personnel Liaison		
	TIME BASE / TENURE FT/Perm	CBID R01	WWG 2
LOCATION 10111 Old Placerville Road, Sacramento, CA, 95827	INCUMBENT	EFFECTIVE DATE	
CDCR'S MISSION and VISION			
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 Office of Legal Affairs (OLA) represents the CDCR in legal matters, provides legal advice to Departmental leadership, assists in investigations of employee misconduct, and pursues disciplinary action. OLA is comprised of various legal teams and administrative support units located in Sacramento, Bakersfield, and Rancho Cucamonga.			
GENERAL STATEMENT			
Under direction of the Staff Services Manager I (SSM I), the Personnel Liaison serves as a liaison for OLA and Human Resources (HR) and provides customer service to management, employees, and prospective employees. The incumbent performs personnel-related tasks and provides technical, analytical, and consultative support in the areas of hiring, pay, benefits, attendance, performance, position allocation, classifications, bargaining unit contracts, duty statements, essential functions, reasonable accommodations, organizational goals, and responds to assignments and drills.			

The incumbent must demonstrate the ability to act independently with integrity, make ethical decisions, quickly resolve issues, advise management and HR of potential issues, and maintain strict confidentiality with information and records.

% 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%	Use the Human Resources Technology Success (HRTS) Database, Microsoft Word, and Adobe Pro to prepare, process, and obtain approvals for recruitments, managerial appointment, exceptional allocations, retired annuitant appointments, out-of-class assignment requests, position transactions; author and prepare justifications, letters, memoranda; ensure forms and documents used are the most current, conform to regulations and policies, and are free of error prior to submission for approval; use the Examination and Certification Online System to prepare job ads, generate correspondence, and report recruitment results; create and prepare application screening matrixes; screen applications; prepare interview materials; schedule and calendar interviews; send interview confirmations; proctor writing exercises; attend, oversee, and organize in-person and virtual interviews; ensure compliance with hiring guidelines, best practices, regulations, policies, and procedures; prepare forms and letters for signature in DocuSign; schedule Live Scan and identification card appointments; prepare and update organizational charts in Visio; ensure all recruitment materials are organized and filed for retention and audit purposes; track and monitor status of personnel requests and follow-up with HR when necessary; run reports and check databases to confirm personnel transactions were keyed correctly.
20%	Oversee, manage, and use the CDCR OLA Personnel Liaison Mailbox to send personnel-related correspondence; triage emails to appropriate team members; respond to requests, inquiries, issues, and form submissions; route forms to HR for processing and filing in the Official Personnel File; route forms to employees or managers for signature; solve issues by utilizing a variety of sources to conduct research and gather data; analyze data to define the problem and develop recommendations and provide solutions; submit information, documents, findings, and solutions to HR and employees to effectively and efficiently resolve issues; notify HR in a timely manner of employee separations and issues with pay, benefit, and leave; respond to and provide requested documentation and information for audits, grievances, assignments, drills, and ad hoc requests; provide policy guidance, interpretations, clarification, and consultation pertaining to various personnel issues; provide assistance with form completion; keep apprised of changes to federal and state law, bargaining unit contracts, salaries, ranges, classification specifications, alternate range criteria, and Departmental policies.
20%	Update and maintain various lists and logs, including RPA Log, Master Position List, Dashboard, and SharePoint Vacancy Report; practice effective and efficient record keeping by using file naming conventions and timely organizing and filing documents and correspondence in appropriate folders and locations; download or request and file Leave Activity Balance Reports, Hourly Pay Reports, State Controller's Office Tab Reports, Budget Recap Reports, Management Information Retrieval System Reports, Position Reconciliation Reports, and other types of personnel reports; download and file posted job advertisements; monitor, track, and report status of personnel transactions, assignments, job ad postings, issues, and other information; update forms and letters with the most current information; purge electronic and hard copy documents according to Records Retention Schedule.
20%	Provide program evaluation in the areas of recruitment, retention, project management, file management, and performance; conduct research; develop evaluation tools, metrics, and program analysis methods; produce reports and findings; develop policies for program improvement or implementation of practices and procedures to align with other state agencies; advise and assist management with meeting goals providing strategies, recommendations, alternatives; provide guidance on recruitment, duty statements, reasonable accommodations, and performance; perform monthly position control and consult with HR or Budget Management Branch (BMB) to reconcile positions; work with BMB to obtain funding approval to reclassify existing positions or establish new positions; author and update procedure manual.
5%	Submit building access card requests and remedy tickets; provide employee onboarding and offboarding; prepare meeting agendas, take notes, and lead meetings; provide training; prepare parcels for mailing; scan documents; prepare and send job vacancies email; create forms and checklists; travel to HR or the Accounting Office when necessary to pick up pay warrants, meet prospective employees, or retrieve mail; attend and complete annual mandatory training; 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, nonemployees, 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 time line 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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
• <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

**ANALYST I/II
ESSENTIAL FUNCTIONS**

THE ESSENTIAL FUNCTIONS OF THIS POSITION INCLUDE THE FOLLOWING:

To perform this job successfully, an individual must be able to demonstrate a high degree of initiative, professionalism, tact, and confidentiality.

- Occasional travel required to Department work locations locally as necessary.
- Knowledge of principles, practices, and trends of public and business administration and management and supportive staff services such as budgeting, personnel, and management analysis, government functions, and organization and methods and techniques of effective leadership.
- Ability to 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 both orally and in writing. Ability to consult with and advise administrators or other interested parties on a wide variety of subject-matter areas. Ability to gain and maintain the confidence and cooperation of those contacted during the course of work. Ability to coordinate the work of others, act as a team or conference leader and appear before legislative and other committees.
- Ability to take technical and legal information and present it to layman clearly and logically. Incumbent must be able to write documents in English and at a high school level, and must be able to speak English clearly and effectively in a large group setting.
- Ability to evaluate situations accurately and take effective action, compile clear and comprehensive reports, deal tactfully with a wide range of inquiries and apply specific laws, rules and office policies and procedures.
- Knowledge of computer, basic office equipment, hand-held computing devices, and scanning/copier equipment.
- Demonstrated ability to act independently, maintain open-mindedness and flexibility, tactfully make sound business decisions and willingness to assume leadership during the Staff Services Manager I absence. Ability to communicate technical legal information to various Department staff clearly and concisely.
- Ability to learn rapidly, follow directions, communicate effectively with other staff and those contacted in the workplace. Ability to exhibit professional work habits such as punctuality, skill, neatness, and dependability. Ability to make satisfactory progress in a prescribed training program. Ability to interpret written material, edit written material, write effectively, and analyze written and numerical data accurately.
- All of the essential functions of the Associate Governmental Program Analyst require reaching, grasping, the repetitive motion of keyboarding, sitting/standing for lengthy periods of time and near acuity viewing ability.

California Department of Corrections
Office of Legal Affairs

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST/
STAFF SERVICES ANALYST (GENERAL)
ESSENTIAL FUNCTIONS**

- Ability to work from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Supervisor's Statement: I have discussed the duties of the position with the employee.

EMPLOYEE

SUPERVISOR

Print Name		Print Name	
Signature	Date	Signature	Date