

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-210-5393-938				
UNIT NAME AND CITY LOCATED Employment & Outreach Unit Workforce Development & Talent Management Human Resources Section – Elk Grove, CA		CLASSIFICATION TITLE Analyst II				
		WORKING TITLE Employee Experience and Engagement Analyst				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R01	TENURE LT	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:						
Division/Program and/or Position Overview Under the direction of the Supervisor I (Employee Experience and Engagement), the Analyst II will perform the more complex program activities and related research in the development and implementation of the Department's employee engagement and retention efforts. The incumbent serves as the senior analyst in research, assessment, and project management activities for the statewide implementation of the employee experience and engagement efforts. Travel is required, as necessary, for administration of the program to institutions and various CCHCS locations throughout the state.						
% 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						

40%	Serves as a project leader and subject matter expert overseeing employee engagement and workforce branding programs, continuously improving initiatives to enhance motivation, satisfaction, and overall workplace experience, while providing leadership guidance and developing tools, policies, and procedures to support management and program objectives. Work closely with strategic partners across the organization to assess current strategies in employee onboarding, development, engagement, and recognition. Facilitate open dialogue between employees and management, gather feedback, and draft proposals to address employee needs.
25%	Collaborate with partners to continuously evaluate datasets, departmental programs, and other relevant information to measure their impact on employee experience and engagement. Confer with other agencies regarding employee experience and engagement strategies and other workforce related issues. Research current best practices in employee experience and engagement, identify strategies suitable for implementation, and establish assessment tools, benchmarks, and reports to evaluate program effectiveness and inform actionable recommendations.
25%	Develop internal policies and procedures to support employee experience and engagement-related efforts. Prepare strategies and participate in discussions regarding employee experience and engagement efforts. Trains other staff within the team as needed. Coordinate and review reports and manuals, ensuring all documents are complete, accurate, and finalized for management review.
10%	Network through industry contacts, professional associations, educational groups, trade groups, CCHCS employees, etc. Meets with program leadership, executive staff, and external stakeholders, including departmental and regional personnel staff, provide consultation and perform other related special assignment duties. Give presentations at other state departments, colleges, or career fairs and job events. Travel to institutions, workshops, and other related events throughout California.
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. <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. DESIRABLE QUALIFICATIONS Knowledge of program and policy development practices; knowledge of principles and practices of program planning, implementation, and evaluation; knowledge of best practices in employee engagement, retention, and modifications in complex public sector agencies; knowledge of workforce trends and organizational climate assessment; knowledge of methods of identifying root causes of turnover and developing targeted retention interventions; knowledge of project management. 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 must be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to 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>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

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PRIMARY DOMAIN:						
Division/Program and/or Position Overview Under the supervision of the Supervisor I (Employee Experience and Engagement), the Analyst I will be responsible for the less complex analytical functions associated with activities and related research in the development and implementation of the Department's employee engagement and retention efforts. The incumbent serves as an analyst to research, assess, and support project management activities for the statewide implementation of the employee experience and engagement efforts. Travel may be required.						
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	ESSENTIAL FUNCTIONS					
40%	Review and analyze employee engagement and workforce branding programs. Make recommendations on initiatives to enhance motivation, satisfaction, and overall workplace experience, while providing leadership guidance and developing tools, policies, and procedures to support management and program objectives. Work closely with strategic partners across the organization to assess current strategies in employee onboarding, development, engagement, and recognition. Facilitate open dialogue between employees and management, gather feedback, and draft proposals to address employee needs.					

25% 25% 10%	Coordinate with partners to continuously evaluate datasets, departmental programs, and other relevant information to measure their impact on employee experience and engagement. Confer with other agencies regarding employee experience and engagement strategies and other workforce related issues. Research current best practices in employee experience and engagement, identify strategies suitable for implementation, and establish assessment tools, benchmarks, and reports to evaluate program effectiveness and inform actionable recommendations. Develop and provide recommendations on internal policies and procedures to support employee experience and engagement-related efforts. Conduct program analysis and participate in discussions regarding employee experience and engagement efforts. Trains other staff within the team as needed. Coordinate and review reports and manuals, ensuring all documents are complete, accurate, and finalized for management review. Network through industry contacts, professional associations, educational groups, trade groups, CCHCS employees, etc. Meets with program leadership, executive staff, and external stakeholders, including departmental and regional personnel staff, provide consultation and perform other related special assignment duties. Give presentations at other state departments, colleges, or career fairs and job events. Travel to institutions, workshops, and other related events throughout California.
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