

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

REV 2/2026

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Administrative Services	POSITION NUMBER (Agency-Unit-Class-Serial) 048-200-5157-807	MCR / HCR 1/H	
DIVISION / UNIT Peace Officer Selection and Employee Development Office of Peace Officer Selection Northern Selection Center Live Scan Unit	CLASSIFICATION TITLE ANALYST I		
	WORKING TITLE ANALYST I		
	TIME BASE / TENURE FT/P	CBID R01	WWG 2
LOCATION Goethe 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			
Office of Peace Officer Selection – Conducts recruitment, written exam, background investigations including Live Scan, and psychological and medical screening for all peace officer applicants with the Department, including: • Entry-level peace officers • Individual Service Request • Re-instatement • Outside agency peace officers			

GENERAL STATEMENT

Under the supervision of the Supervisor I, the Analyst I performs a broad range of analytical duties of average difficulty associated with the Live Scan Unit and its required processes for the Office of Peace Officer Selection. The Analyst I will operate congruently with organizational culture, values, and vision. The Analyst I will support and promote a positive work environment and productive relationships with all staff and stakeholders of California Department of Corrections and Rehabilitation (CDCR) in an ethical and professional manner. Duties include but are not limited to:

% 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.
40%	Provides training and support services to field staff, program managers, and various administrators to ensure compliance with all Live Scan policies, programs, regulations, and requirements. Applies program knowledge and interpretation regarding sensitive criminal records, history, and firearms prohibition information as required by California Penal Code 11120 1-11127. Contacts various law enforcement agencies and/or vendors (DOJ, OIA, FedEx, UPS, etc.) to research and resolve issues or discrepancies in result findings. Assesses discrepancies and makes recommendations in order to resolve live scan issues at the lowest level. Provides appropriate program managers and administration with status updates and final findings. Makes recommendations to management on fingerprint procedures, policies, program alternatives, and interprets technical process of the automated interface process. Provides guidance to field personnel regarding various departmental procedures relevant to the live scan program.
30%	Performs live scan customer service functions for various locations and agencies (CDCR facilities, DAPO, DOJ, etc.), responds to all inquiries including additional information/data requests from live scan e-mail system. Acts as the primary contact for all Carry Concealed Weapon (CCW) DOJ reimbursement fees and provide clearance data for renewing CCW certificates. Ensures compliance with departmental policies, procedures and requirements, disseminates confidential information appropriately; develops and completes reporting and tracking methods. Develops reporting methods, and ensures accurate and timely reporting regarding fees and correspondence. Updates and disseminates various contact lists, processes, and disseminates daily DOJ results and incoming live scan forms from multiple agencies and facilities.
15%	Act as a back up to the Analyst II, consults with administration regarding various penal code sections specific to subsequent arrest and firearm prohibition regulations. Assesses all Subsequent Arrest and Firearm Prohibition correspondence and documentation indicating a prohibiting offense, determines appropriate next steps, and makes notifications as required. Monitors updated data, and follows up on pending inquiries to ensure resolutions/final determinations are provided; ensures final determinations and results are disseminated appropriately. Notifies, reports, and documents and sensitive and confidential information to various hiring authorities, administrators, and management staff including Wardens, Superintendents, Program Administrators, and Deputy Directors. The Analyst I assists the Analyst II in conducting Live Scan training to CDCR hiring authorities. Occasional travel may be required.
10%	Develops, compiles, revises, and reports all relevant informational, measurable and fiscal data for the Live Scan processes. Represents the Live Scan Unit and assists with presentations as assigned. Assesses and evaluates processes in place and collaborates with Analyst II and management to improve and implement process improvements. Other job related duties as required.
5%	Assist at all JumpStarts and/or testing events designed to move applicants through the OPOS process that may require availability after 5 pm and on weekends. 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.

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 timeline goals, and varying degrees of negative financial impacts to the department.

TO BE REVIEWED AND SIGNED BY 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*
- *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

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DIVISION / UNIT Peace Officer Selection and Employee Development Office of Peace Officer Selection Northern Selection Center Live Scan Unit	CLASSIFICATION TITLE ANALYST II			
	WORKING TITLE ANALYST II			
	TIME BASE / TENURE FT/P	CBID R01	WWG 2	COI Yes ☐ No ☒
LOCATION Goethe 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.				
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GENERAL STATEMENT

Under the direction of the Supervisor I, the Analyst II performs the more responsible, varied, and complex technical analytical staff services assignments relating to the Live Scan Unit processes for the Office of Peace Officer Selection. The Analyst II will operate congruently with organizational culture, values, and vision. The Analyst II will support and promote a positive work environment and productive relationships with all staff and stakeholders of California Department of Corrections and Rehabilitation (CDCR) in an ethical and professional manner. The Analyst II acts as the Lead liaison Analyst in providing support to Administration for the hiring process as it relates to the Live Scan Unit. Duties include but are not limited to:

% 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.
40%	Acts as lead in analyzing incoming/outgoing applicant live scan data for accuracy and completeness. Applies extensive program knowledge and interpretations of all applicable laws, regulations and policies to ensure CDCR Hiring Authorities receive appropriate criminal records regarding sensitive criminal records, history, and firearms prohibition information as required by California Penal Code 11120-11127. Contacts institutions/program personnel staff to obtain applicant information and/or verify applicant information is accurate. Ensures CDCR receives appropriate criminal record history/firearm prohibition information as required by law. Enters applicant live scan data into database. Takes the lead role as liaison between the Department of Justice (DOJ) and CDCR, and contacts various law enforcement agencies and/or vendors (DOJ, OIA, FedEx, UPS, etc.) to research and resolve complex issues and/or discrepancies in results findings. Makes sound recommendations to management on fingerprint procedures, policies, and program alternatives. Uses independent judgement to provide guidance to field personnel on interpretation of Departmental Operations Manual sections relating to applicant live scan fingerprinting, as well as various departmental procedures relevant to the live scan process. Develops, prepares, and reports efficiently on processing times, fingerprint submissions, and fiscal data associated with applicant fingerprints.
30%	Maintains primary oversight of all live scan customer service functions for various locations and agencies (CDCR facilities, DAPO, DOJ, etc.), responds to complex inquiries including additional information/data requests from live scan e-mail system. Acts as the primary contact for all Carry Concealed Weapon (CCW) DOJ reimbursement fee's and provides clearance data for renewing CCW certificates. Ensures compliance with departmental policies, procedures, and requirements, disseminates confidential information appropriately; develops and completes reporting and tracking methods. Develops and revises reporting methods as necessary, and ensures accurate and timely reporting regarding fees and correspondence. Updates and disseminates various contact lists, processes, daily DOJ results and incoming live scan forms from multiple agencies and facilities as required.
15%	As a Subject Matter Expert (SME) on various penal code sections relating to subsequent arrests and firearms notifications, the Analyst II independently analyzes departmental Subsequent Arrest and Firearm Prohibition correspondence, makes notifications, and consults with administration regarding next steps, final determinations, etc. The Analyst II develops and disseminates required correspondence to administrative offices, agencies, institutions, databases, and parole offices, determines which internal departmental sections need to be notified, and ensures resolutions/final determinations are provided and disseminated to the various required hiring authorities, administrators, and management staff (Wardens, Superintendents, Program Administrators, and Deputy Directors, etc.). The Analyst II will act as the lead SME when conducting Live Scan training to CDCR hiring authorities. Occasional travel is required.
10%	Develops, compiles, revises, and reports all relevant informational, measurable and fiscal data for the Live Scan processes. Assesses and evaluates processes in place and collaborates with peers,

	management and various staff within multiple agencies to improve and implement process improvements. Other job related duties as required. 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.
5%	Assist at all JumpStarts and/or testing events designed to move applicants through the OPOS process that may require availability after 5pm and on weekends. 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.

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