

DUTY STATEMENT

Classification: Analyst I	
Working Title: Program Analyst	
Program:	
Division: Office of Strategic Partnerships (OSP)	
Branch: Justice-Involved Reentry Services Branch	
Section: Correctional Facility and Reentry Services Section	
Unit: Policy Implementation and Monitoring Unit	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☐ Yes ☒ No	Telework Eligible: ☒ Yes ☐ No
CBID: R01	Position Number: 803-100-5157-714
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: Under the supervision of the Supervisor I, Unit Chief, the Analyst II provides basic analytical, policy, and program support to the Correctional Facility and Reentry Services Section of the Justice-Involved Reentry Services Branch for the California Advancing and Innovating Medi-Cal (CalAIM) Justice Involved (JI) Reentry Initiative. This initiative supports justice involved individuals by providing key services upon release, enrollment into Medi-Cal coverage, and connecting them with behavioral health social services, and other providers that can support their reentry into society. The Analyst I works in a collaborative capacity with all members of the Branch's leadership team by providing technical support, assisting with program evaluation and planning, supporting program monitoring, conducting basic policy analysis, and assisting with budget-related analysis related to the justice initiative. Additionally, the position will be a member of the unit responsible for managing the oversight and monitoring of Justice-Involved Initiatives across the department and providing project management support to various DHCS divisions. Travel statewide, including overnight, of up to 5% of the time, by airplane, train, automobile, and other transportation methods may be required to attend conferences and on-site visits. Travel related duties may take up to a week at a time and several weeks per month and are dependent upon workload and operational need.	

Job Summary (cont):

The duties contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	Essential Functions
40%	The Analyst I supports monitoring of policies and procedures related to reentry care coordination and services under the CalAIM JI Initiative. Compiles updates on statewide strategies for implementing processes and data-sharing arrangements that facilitate continued treatment through behavioral health links and warm hand-offs post release, and drafts summary findings for leadership and county partners. The Analyst I conducts basic inquiries into program performance, legislative, and quality concerns associated with the JI waiver, capturing issues and recommending next steps to the management team. Provides technical support to counties and partners by sharing established guidance, coordinating training logistics, and tracking progress. Under guidance, the Analyst I assists in developing and supporting implementation activities for the CalAIM JI Initiative. Attends identified meetings to observe, take notes, and represent the unit in a training capacity.
25%	Under supervision of the Supervisor I (Unit Chief) , the Analyst I supports implementation and administration of the CalAIM Justice-Involved (JI) Initiative. The Analyst I performs entry-level analysis of proposed legislative materials, provides preliminary recommendations for supervisory review on how to address program impacts, collects data on county performance, and conducts preliminary analysis based on the data received. With guidance from the Unit Chief, the Analyst I coordinates logistics and materials for training and technical assistance to county jails, youth correctional facilities, county behavioral health agencies, Medi-Cal Managed Care Plans, providers, and related institutions. The Analyst I assists with implementing, monitoring, and providing oversight of the reentry portion of the CalAIM JI Initiative as well as tracks county behavioral health agency compliance efforts and alerts management to potential concerns.
15%	The Analyst I participates in policy development activities in a training and support capacity for the JI Reentry Initiative in a training capacity. Assists subject matter experts (SMEs) in drafting behavioral health information notices and compiles stakeholder feedback for review; collects county behavioral health agency readiness assessment submissions; prepares preliminary scoring analyses and drafts recommendations for management consideration. The Analyst I monitors compliance and technical assistance needs for an assigned county caseload under close guidance, maintaining trackers, and preparing status updates. Prepares draft bill analyses, budget change proposals, and administrative action materials related to funding and program operations for supervisory review. The Analyst I drafts correspondence and supports legislative proposal development; coordinates with county, state, and federal agencies under supervision to resolve routine compliance and operational questions.

Description of Duties:

% of Time	Essential Functions
15%	The Analyst I coordinates and manages meeting logistics for the unit in collaboration with the Analyst II. Drafts meeting agendas and materials and ensures distribution and scheduling support. The Analyst I assists in analyzing current administrative processes; prepares flow charts, resource tools, procedures, and transition plans for management review to streamline personnel, budgets, contracts, and general operations. Updates priority trackers and assignment logs; supports task completion to meet deadlines with close supervision. In addition, this position may have infrequent and/or ad-hoc (e.g., attending a conference and on-site visits) travel statewide.

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Performs other duties as deemed necessary and appropriate to the classification.

Supervision Received: Under Supervision by the (enter supervisor classification):

Supervisor I _____.

Supervision Exercised: (check all that apply)☒ Non-Supervisory Classification / None☐ Clerical Staff☐ Analytical Staff☐ Technical Staff☐ Professional Staff☐ Supervisory Staff☐ Managerial Staff**Special Requirements:**☐ Medical Evaluation /Clearance☐ Typing Certificate☐ Valid Driver's License☐ Background Check / Finger Printing Clearance☐ Valid Professional License (please specify): _____**Desirable Qualifications:**

- Experience providing technical assistance and training to stakeholders or team members
- Knowledge of Medi-Cal programs/services
- Ability to communicate effectively both orally and in writing Experience with stakeholder engagement
- Strong organizational and problem solving skills Ability to work independently
- Experience with program implementation and design

Working Conditions (Check all that apply):

Prolonged Periods of:

☐ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☒ Occasional ☒ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.Analyst Name:
Claire EddeAnalyst Signature:
Claire EddeDigitally signed by Claire Edde
Date: 2026.09.02 10:45:07 -07'00'Date:
09/02/2026**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date:

DUTY STATEMENT

Classification: Analyst II	
Working Title: Program Analyst	
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Job Summary: Under the direction of the Supervisor I, Unit Chief, the Analyst II provides journey-level analytical, policy, and program support to the Correctional Facility and Reentry Services Section of the Justice-Involved Reentry Services Branch for the California Advancing and Innovating Medi-Cal (CalAIM) Justice Involved (JI) Reentry Initiative. This initiative supports justice involved individuals by providing key services upon release, enrollment into Medi-Cal coverage, and connecting them with behavioral health social services, and other providers that can support their reentry into society. The Analyst II works in a collaborative capacity with all members of the Branch's leadership team by providing technical support, program evaluation and planning, program monitoring, policy analysis, and budget related analysis related to the justice initiative. Additionally, the position will be a member of the unit responsible for managing the oversight and monitoring of Justice-Involved Initiatives across the department and providing project management support to various DHCS divisions. Travel statewide, including overnight, of up to 5% of the time, by airplane, train, automobile, and other transportation methods may be required to attend conferences and on-site visits. Travel related duties may take up to a week at a time and several weeks per month and are dependent upon workload and operational need.	

Job Summary (cont):

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Description of Duties:	
% of Time	Essential Functions
40%	The Analyst II, under the direction of the Supervisor I (Unit Chief), leads efforts to implement and administer the CalAIM Justice-Involved (JI) Initiative. Designs analytic approaches for program initiatives; conducts complex analyses; synthesizes findings; and provides actionable recommendations to the management team. The Analyst II reviews and analyzes proposed legislative materials; advises management on anticipated program impacts and mitigation strategies. Develops methods to collect, validate, and interpret county performance data; performs analyses; and proposes data-driven improvements. The Analyst II assists with providing training and technical assistance to county jails, youth correctional facilities, county behavioral health agencies, Medi-Cal Managed Care Plans, providers, and other institutions. With guidance, leads efforts to implement, monitor, and provide oversight of the reentry portion of the CalAIM JI Initiative. The Analyst II evaluates county compliance and develops corrective action strategies.
25%	The Analyst II monitors the development of policies and procedures related to the administration of reentry care coordination and services under the CalAIM JI Initiative. Analyzes the progress of statewide strategies that address the implementation of processes and data sharing arrangements to facilitate the continued treatment, through behavioral health links and warm hand-offs post release and report findings to leadership team and counties, respectively. The Analyst II conducts inquiries into program performance, legislative and quality concerns that are related to the JI waiver. Provides technical support and training to county jails, youth facilities county behavioral health agencies, Medi-Cal Managed Care Plans, providers, and other institutions that provide behavioral health programs that support the JI Initiative and monitor progress. The Analyst II assists with the units efforts to develop, direct and monitor the implementation of the CalAIM JI Initiative. Attend identified meetings as a representative of the unit, and/or branch.
15%	The Analyst II acts as the JI Reentry Initiative policy Subject Matter Expert (SME) to the DHCS Behavioral Health Divisions by developing behavioral health information notices related to the JI Reentry Initiative. Addresses stakeholder feedback as it pertains to program related matters; analyzes county behavioral health agency readiness assessment submission; makes recommendations on scoring approaches to the management team; and monitors the compliance and technical assistance needs for an assigned county caseload. The Analyst II prepares bill analyses, budget change proposals and administrative actions required to address funding issues, and program operations. Prepares correspondence materials and proposals to change legislation or create new legislation. The Analyst II confers with county, state and federal agencies regarding any issues or concerns arising in matters of compliance and administrative operations.

Description of Duties:

% of Time	Essential Functions
15%	The Analyst II coordinates unit meeting cadence and content; sets agendas aligned to strategic priorities and ensures materials enable decision-making. Analyzes administrative processes and leads development of flow charts, resource tools, procedures, and transition plans to streamline personnel, budgets, contracts, and general operations; secures management approval and oversees rollout. The Analyst II prioritizes and tracks unit assignments; removes barriers; and ensures timely completion, mentoring staff as needed. In addition, this position may have infrequent and/or ad-hoc (e.g., attending a conference and on-site visits) travel statewide.

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Supervisor I _____.

Supervision Exercised: (check all that apply)☒ Non-Supervisory Classification / None☐ Clerical Staff☐ Analytical Staff☐ Technical Staff☐ Professional Staff☐ Supervisory Staff☐ Managerial Staff**Special Requirements:**☐ Medical Evaluation /Clearance☐ Typing Certificate☐ Valid Driver's License☐ Background Check / Finger Printing Clearance☐ Valid Professional License (please specify): _____**Desirable Qualifications:**

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Claire EddeAnalyst Signature:
Claire EddeDigitally signed by Claire Edde
Date: 2026.09.02 10:46:07 -07'00'Date:
09/02/2026**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date: