

**STATE OF CALIFORNIA – HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF DEVELOPMENTAL SERVICES
PORTERVILLE DEVELOPMENTAL CENTER
DUTY STATEMENT**

JOB TITLE: Analyst I

WORKING TITLE: Centralized Staffing Office Analyst I

EMPLOYEE:

POSITION DESCRIPTION:

Under the supervision of the Nursing Coordinator or designee (Unit Supervisor) in the Centralized Staffing Office (CSO), the Analyst I performs technical, analytical staff services assignments such as preparing reports, analyzing data, and presenting ideas and recommendations on procedures, policies, and program alternatives in support of CSO operations. The Analyst I assists with data collection and entry, staffing operations support, attendance documentation, hiring and recruitment support, new employee onboarding, records management, and routine reporting. The Analyst I supports the maintenance of CSO tracking systems, standards, and procedures, and applies CalHR, Department of Developmental Services (DDS), and facility policies and procedures to assigned tasks. The Analyst I assists with the compilation of data utilized for facility reporting and Quality Assurance and performs assigned tasks with a reasonable degree of independence and initiative under supervision.

SUPERVISION RECEIVED:

Reports directly to the Nursing Coordinator or designee (Unit Supervisor) of the CSO. Receives day-to-day functional guidance and workflow direction from the Nursing Coordinator.

SUPERVISION EXERCISED:

None.

PHYSICAL DEMANDS:

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement. The position requires prolonged sitting and extensive use of telephones, computers, and other office equipment. The Analyst I will work on a personal computer for extended periods of time to enter data and prepare spreadsheets, reports, and correspondence. May require continuous walking and standing within an 8-hour period. Requires working with all levels of personnel within the organization.

TYPICAL WORKING CONDITIONS:

On-going interaction with staff and public contact in both the Secure Treatment Program and General Treatment Area. Potential exposure to communicable diseases, blood-borne pathogens, and other conditions common to a nursing facility environment. Due to the nature of the job, telework is not authorized. Regular and consistent attendance is critical to the successful performance of this position.

WORK LOCATION AND HOURS:

Assigned to the Porterville Developmental Center's (PDC) CSO. Core business hours are Monday through Friday, 8:00 AM to 4:30 PM.

EXAMPLES OF DUTIES:

Essential Job Functions (80%):

25% Data Collection, Entry, and Tracking

- Collects and enters staffing-related data into spreadsheets, databases, and tracks documents with a focus on accuracy, completeness, and timeliness
- Maintains data management spreadsheets and tracking systems for staffing data, report due dates, and personnel information such as overtime processing, leave balances, and the review of Std 634's and Std 682's for documentation accuracy
- Assists with the compilation of statistical information utilized by the CSO and facility leadership
- Reviews data collection tools routinely for basic data quality characteristics (consistency, accuracy, completeness, and timeliness) and brings discrepancies to the attention of the Nursing Coordinator
- Communicates with clinical programs regarding routine licensing, facility, and acuity staffing information to support the identification of hiring and recruitment needs

15% Data Analysis and Reporting

- Analyzes staffing, attendance, and overtime data to identify trends and supports the presentation of findings and recommendations effectively both orally and in writing to the Nursing Coordinator and facility leadership
- Evaluates staffing, attendance, and overtime trends and consults with management regarding discrepancies, changes in policy, and non-compliance issues; makes recommendations for changes and improvements to existing standards and procedures
- Prepares routine summary reports from compiled data for review by the Nursing Coordinator and management
- Assists in maintaining data dashboards and presentations that support management decision-making
- Assists in developing and refining data collection tools and reporting formats to improve the accuracy and usefulness of staffing information provided to leadership
- Uses standard analytical techniques to assist in resolving routine operational and administrative problems
- Conducts background research and gathers relevant information on staffing regulations, CalHR policies, and best practices as requested by management
- Uses and interprets reference materials, including, but not limited to, Facility Bulletins, Government Codes, CalHR rules, and DDS policy directives

15% Staffing Operations and Attendance

- Assists with documenting time and attendance for assigned staff in accordance with facility and departmental policy; may serve as backup Attendance Clerk for the CSO
- Enters corresponding attendance and staffing data into spreadsheets and tracking systems, ensuring accuracy and completeness
- Assists with staffing contract reporting, including the preparation, tracking, and submission of required documentation
- Answers and directs telephone calls, receives visitors, takes and relays messages in a professional manner
- Schedules and coordinates meetings for CSO staff as directed; prepares meeting agendas, minutes, and follow-up correspondence
- Composes, types, reviews for accuracy, and distributes reports, memos, minutes, and other correspondence on behalf of the CSO
- Collects and distributes mail; prepares, photocopies, and transmits documents as required
- Assists employees, managers, and supervisors who need assistance from the CSO as designated

10% Hiring, Recruitment, and Onboarding Support

- Assists with hiring and recruitment activities for staff assigned to the CSO across various classifications
- Supports the interview and advertisement process and corresponding paperwork; assists with hiring checklists and the obtaining of required hiring clearances
- Assists in scheduling New Employee Orientation and coordinating start dates for PDC hires in collaboration with the Nursing Coordinator, and relevant departments
- Assists with Registry Orientation for new Registry staff; helps review the Registry Contract and applicable duty statements and ensures new employee requirements are completed prior to assignment
- Assists hiring managers with documentation, scheduling, and follow-up related to hiring interview panels
- Participates in facility recruitment activities as directed

10% Records Management and Filing

- Maintains records and files necessary for the CSO, staffing correspondence, and Registry documentation
- Maintains the office filing system and confidential folder structure in accordance with facility policy
- Scans documents and enters them into the Document Management System
- Follows the document retention schedule in purging and/or scanning records in compliance with applicable policy
- Applies knowledge of facility policies and procedures in the handling and safeguarding of sensitive and confidential information

5% Policy and Procedure Support

- Assists in reviewing and updating standards, policies, and procedures used in the CSO to support compliance with facility, DDS, and CalHR requirements
- Provides support in the monitoring of departmental procedures and systems established to attain facility goals and maintain standards of licensing, accreditation, and other regulatory agencies
- Participates in the development of policies and procedures; researches and evaluates alternative approaches to resolving CSO procedural or staffing issues and recommends a preferred course of action for the Nursing Coordinator's consideration
- Monitors the implementation of new or revised procedures and tracks outcomes to determine whether intended results are achieved, recommending further adjustments as needed

Marginal Job Functions (20%)

- Applies knowledge of English grammar, spelling, and punctuation; composes effective memos, reports, and other correspondence
- Gains and maintains the confidence and cooperation of those contacted during the regular course of work
- Assists with problem solving in operational and administrative matters
- Provides backup operational support to Office Technician staff as needed during periods of absence or high demand
- Applies knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services
- Attends facility-mandated training and training relevant to the position
- Other duties as assigned within the scope of the classification

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Microsoft Office Suite applications, including Outlook, Word, Excel, PowerPoint, Visio, and Kronos
- Principles and practices of public administration, management, and supportive staff services
- State and facility policies and procedures, including CalHR regulations and DDS directives
- Database and tracking systems, basic data quality principles, and records management practices
- Attendance and time-keeping systems and documentation requirements applicable to a state-operated facility
- State hiring and recruitment processes, including hiring checklists, clearance requirements, and New Employee Orientation procedures
- Registry contracting requirements and post-hire onboarding processes applicable to a State-Operated Developmental Center

Ability to:

- Reason logically and apply standard analytical techniques to assist in resolving routine governmental and managerial problems
- Gather and compile information from multiple sources and organize data for review and reporting
- Analyze data and present ideas and information effectively both orally and in writing
- Effectively multi-task, meet deadlines, and adjust to changing priorities in a cooperative and professional manner
- Exercise initiative, maintain good attendance and punctuality, and demonstrate strong follow-through
- Maintain strict confidentiality of sensitive personnel and operational information
- Operate a personal computer and use applicable software applications with proficiency
- Organize and prioritize work; compose correspondence and draft routine documentation under supervision
- Work cooperatively and effectively with employees at all levels of the organization

CERTIFICATION OR LICENSE:

None required.

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

Revised: 09/01/2026-RN