

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-261-5157-xxx		MCR / HCR 1 / H
DIVISION / UNIT Administration/Use of Force		CLASSIFICATION TITLE Analyst I		
		WORKING TITLE Use of Force Coordinator		
		TIME BASE / TENURE FT	CBID R01	WWG 2
LOCATION Represa, CA 95671		INCUMBENT		EFFECTIVE DATE 8/19/26

CDCR'S MISSION, VISION, and COMMITMENT

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

GENERAL STATEMENT

Under the supervision of the Chief Deputy Warden, the Analyst I in this position provides analytical and administrative support by assisting with analyzing data and presenting ideas and information effectively. Assists with performing analysis of complex analytical staff services assignments.

% 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.
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40%

Assist in analysis of Incident Reports within the Incident Report Tracking tab of the Strategic Offender Management System (SOMS) formerly known as CDCR 837 incident report packages and staff supplemental incident reports including 7219s (Medical Report of Injury or Unusual Occurrence), videotapes of cell extractions and incarcerated person interviews pertaining to the use of force incidents/allegations. Assists in drafting qualitative evaluations, preparing critiques, and making recommendations regarding appropriateness of use of force for the Institution Executive Review Committee (IERC). Identify and prepare training requests or memoranda to administrators for the Warden's signature regarding use of force or incident-related issues. Maintain and analyze data utilizing Excel spreadsheets pertaining to incident report packages and lockdown/modified Programs. Assist in the review of facility program memoranda and completion of weekly lockdown/modified program forms for headquarters reporting requirements. Assist in analysis and preparation of reports regarding the respective lockdown/modified programs for inmate ethnicity, type of incident/crime, and length of lockdown/modified program. Maintain documents, forms, and calculations to prepare data as requested or needed for institutional management and various internal and external control agencies. Organizing and archiving incident reports that are located inside the secure perimeter.

30%	Participate in the preparation of Action Plans, Issue Memorandums, Management Reports, Institutional Policy and Procedures, and responses to various report requests as required. Confer in identifying program and organizational areas within the institution that require corrective action. Assist in the development and presentation of alternatives for effective resolution of issues to the Chief Deputy Warden and Warden for review, and initiates action to accomplish such resolution. Aide in the development of reports and analysis as deemed necessary. Research and respond to the correspondence and requests for information on a variety of issues. Draft replies for signature by the Chief Deputy Warden or Warden. Participate in task forces or work groups as assigned serving as an expert resource.
25%	Helps identify, assign, track, receive, document, formulate, analyze, and present COMPSTAT data for the Warden's review and approval to meet quarterly headquarters reporting requirements. Helps determine standardized and consistent practices for the accuracy of the data collected based on best practices.
5%	Cross train with another Analyst and act on their behalf in their absence. 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. Other duties as required.

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 inaccurate tracking, reporting, and record keeping of incidents. This could cause the inability to provide timely and accurate reporting for external stakeholder review (Office of Inspector General) as well as 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 possible negative financial impacts to the department.

To be reviewed and signed by the 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	DATE

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Four years of work experience performing analytical, technical, clerical, and/or customer service duties. Academic education from an accredited college/university may be substituted for the required experience on a year-for-year basis.

LANGUAGE SKILLS: Ability to spell correctly; use good English; prepare correspondence and memoranda utilizing a wide knowledge of vocabulary, grammar and spelling; follow oral and written directions; read and write English at a level required for successful job performance; and communicate effectively. Present ideas and information effectively both orally and in writing to employees, management, and other agencies.

MATHEMATICAL SKILLS: Ability to make mathematical computations of medium level of difficulty; ability to add, subtract, multiply, and divide all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY: Reason logically and creatively using a variety of analytical techniques to resolve complex problems. Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

OTHER SKILLS AND ABILITIES: Ability to work on several priority issues simultaneously, be flexible and exhibit tact. Ability to gain and maintain the confidence of those contacted during the course of work; work under strict time constraints, negotiate with and instruct others, maintain regular attendance and be punctual. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.

OTHER QUALIFICATIONS: Knowledge of modern office methods, business English and correspondence; and principles of effective training; and to negotiate with and instruct others.

SPECIAL PERSONAL CHARACTERISTIC: A demonstrated interest in assuming increasing responsibility.

ADDITIONAL DESIRABLE QUALIFICATION: None

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Occasionally stands while speaking with other staff and conducting training and meetings.

Walking: Frequently walks to other offices to attend meetings, and use the copier, fax machine, and shredder, and to file storage.

Sitting: Constantly at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Frequently lifts incident files, paperwork, and boxes weighing between a few ounces up to 25 pounds; frequently lifts 3" binders filled with completed documents.

Carrying: Frequently carries paperwork and files for short distances.

Stooping/Bending/Kneeling/Crouching: Occasionally - stretches, stoops/bends, kneels, crouches when accessing forms or files on lower shelves in filing cabinets. Slight bending at the waist and neck occurs on a frequent basis throughout the day as needed.

Reaching in Front of Body: Frequently utilizing a keyboard and reaching for items such as the telephone and files and operating the photocopier.

Reaching Overhead: Occasionally - reaches overhead to retrieve files from the top shelf of the file cabinet.

Climbing: Occasionally - climbs steps throughout the institution during inspections and regular work responsibilities.

Balancing: N/A

Pushing/Pulling: Occasionally - has to push/pull to open desk drawers and archive boxes containing completed incident reports.

Fine Finger Dexterity: Constantly - will use fine-finger dexterity for writing, sorting paper, and using the computer keyboard.

Hand/Wrist Movement: Constantly - uses hands and wrists in the handling of documents and files, answering telephones, photocopying, viewing videos, retrieving computer data, and making handwritten notes.

Crawling: N/A

Driving: Occasionally drives a car to meetings and seminars off-site.

Sight/Hearing/Speech: Adequate vision and hearing, as well as the ability to speak clearly, are required to effectively perform the essential job duties. Frequently uses hearing and speech to interface with institutional staff, attorneys, and other governmental employees.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Analyst I works indoors in a thermostatically controlled environment. The floors for performance of all duties are laminated.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The Analyst I utilizes a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, and the usual office supplies.

COMMENTS: Work hours 8 a.m. to 4:30 p.m., Monday through Friday with one-half hour for lunch.

Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.

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DIVISION / UNIT Administration/Use of Force		CLASSIFICATION TITLE Analyst II			
		WORKING TITLE Use of Force Coordinator			
		TIME BASE / TENURE FT	CBID R01	WWG 2	COI Yes ☐ No ☒
LOCATION Represa, CA 95671		INCUMBENT		EFFECTIVE DATE 8/19/26	
CDCR'S MISSION, VISION, and COMMITMENT					
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					
GENERAL STATEMENT					
Under the general direction of the Chief Deputy Warden, the Analyst II independently provides analytical and administrative support and performs in-depth analysis of complex analytical staff services assignments.					
% 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%		Analysis of Incident Reports within the Incident Report Tracking tab of the Strategic Offender Management System (SOMS) formerly known as CDCR 837 incident report packages and staff supplemental incident reports including 7219s (Medical Report of Injury or Unusual Occurrence), videotapes of cell extractions and incarcerated person interviews pertaining to the use of force incidents/allegations. Draft qualitative evaluations, prepare critiques, and make recommendations regarding appropriateness of use of force for the Institution Executive Review Committee (IERC). Identify and prepare training requests or memoranda to administrators for the Warden's signature regarding use of force or incident-related issues. Maintain and analyze data utilizing Excel spreadsheets pertaining to incident report packages and lockdown/modified Programs. Review facility program memoranda and complete weekly lockdown/modified program forms for headquarters reporting requirements. Analyze and prepare reports regarding the respective lockdown/modified programs for incarcerated person ethnicity, type of incident/crime, and length of lockdown/modified program. Maintain documents, forms, and calculations to prepare data as requested or needed for institutional management and various internal and external control agencies. Organizing and archiving incident reports that are located inside the secure perimeter.			

30%	Prepare Action Plans, Issue Memorandums, Management Reports, Institutional policy and procedures, and responses to various report requests as required to include Litigation, various audit teams and Headquarters. Identify program and organizational areas within the institution that require corrective action. Develop and present alternatives for effective resolution of issues to the Chief Deputy Warden and Warden for review, and initiates action to accomplish such resolution. Independently develop reports and analysis as necessary. Research and respond to the correspondence and requests for information on a variety of issues. Draft replies for signature by the Chief Deputy Warden or Warden. Participate in task forces or work groups as assigned serving as an expert resource.
25%	Identify, assign, track, receive, document, formulate, analyze, and present COMPSTAT data for the Warden's review and approval to meet quarterly headquarters reporting requirements. Independently determine standardized and consistent practices for the accuracy of the data collected based on best practices. Coordinates and prepares COMPSTAT data clarification on behalf of the Warden. Organizing and archiving incident reports.
5%	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. Other duties as required.

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.
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EDUCATION and/or EXPERIENCE: Four years of work experience performing analytical, technical, clerical, and/or customer service duties. Academic education from an accredited college/university may be substituted for the required experience on a year-for-year basis; and an additional year of professional analytical and/or technical experience equivalent to an Analyst I, Range C.

LANGUAGE SKILLS: Ability to spell correctly; use good English; prepare correspondence and memoranda independently utilizing a wide knowledge of vocabulary, grammar and spelling; follow oral and written directions; read and write English at a level required for successful job performance; and communicate effectively. Present ideas and information effectively both orally and in writing to employees, management, and other agencies.

MATHEMATICAL SKILLS: Ability to make mathematical computations of medium level of difficulty; ability to add, subtract, multiply, and divide all units of measure using whole numbers, common fractions, and decimals.

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CERTIFICATES, LICENSES, REGISTRATIONS: None required.

OTHER SKILLS AND ABILITIES: Ability to work on several priority issues simultaneously, work independently, be flexible and exhibit tact. Ability to gain and maintain the confidence of those contacted during the course of work; work under strict time constraints, negotiate with and instruct others, maintain regular attendance and be punctual.

OTHER QUALIFICATIONS: Knowledge of modern office methods, business English and correspondence; and principles of effective training; and to negotiate with and instruct others.

SPECIAL PERSONAL CHARACTERISTIC: A demonstrated interest in assuming increasing responsibility.

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Reaching in Front of Body: Frequently utilizing a keyboard and reaching for items such as the telephone and files and operating the photocopier.

Reaching Overhead: Occasionally - reaches overhead to retrieve files from the top shelf of the file cabinet.

Climbing: Occasionally - climbs steps throughout the institution during inspections and regular work responsibilities.

Balancing: N/A

Pushing/Pulling: Occasionally - has to push/pull to open desk drawers and archive boxes containing completed incident reports.

Fine Finger Dexterity: Constantly - will use fine-finger dexterity for writing, sorting paper, and using the computer keyboard.

Hand/Wrist Movement: Constantly - uses hands and wrists in the handling of documents and files, answering telephones, photocopying, viewing videos, retrieving computer data, and making handwritten notes.

Crawling: N/A

Driving: Occasionally drives a car to meetings and seminars off-site.

Sight/Hearing/Speech: Adequate vision and hearing, as well as the ability to speak clearly, are required to effectively perform the essential job duties. Frequently uses hearing and speech to interface with institutional staff, attorneys, and other governmental employees.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Analyst II works indoors in a thermostatically controlled environment. The floors for performance of all duties are laminated.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The Analyst II utilizes a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, and the usual office supplies.

COMMENTS: Work hours are 8 a.m. to 4:30 p.m., Monday through Friday, with one half hour for lunch.

Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.