

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
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:						
Under the general supervision of the Chief of Mental Health and/or his/her designee, the Analyst I is the entry through first journey level analyst, performing work of an average difficulty. The Analyst I provides administrative support to the Internship Consortium Directorship.						
% 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						
45%	Enters data, performs statistical analysis, prepares management reports, and processes information via electronic and hard copy records (e.g., class attendance records, reports, applications, correspondence, memos, testing materials, evaluations, etc.). Respond to inquiries from students, management, vendors, etc. to provide or clarify information using telephone, e-mail, written correspondence, etc. as needed for the Internship Consortium.					
40%	Coordinates, facilitates and schedules Training Director's appearance for site visits for the consortium's progress throughout the duration of the internship program. Provide administrative support for internship program consortium materials prepared by consortium					

10% 5%	committee, such as brochures, manuals and policy and procedures. Ensures data collection is completed and reported to the consortium's central office from each local site and facilitates the efforts and activities that support quality assurance and continuous quality improvement of consortium training activities. Assist in tracking and storage of materials at the local sites related to multi-site meetings and communal didactics among sites. Operate various equipment (e.g., computer, printer, CD/DVD/VHS converter, laminator, camera/video/sound equipment, document scanner, projector, etc.) to produce visual aids to enhance the lesson plans, as necessary. Interfaces with site training coordinators on a wide array of matter when necessary for maintaining accurate tracking, storage and access of document and other materials. Tracks and stores the corrective action plans for sites. Receives and reviews reports from consortium's central office to ensure compliance with Committee directives, with organizational policies and procedures, and with applicable regulatory requirements. Interfaces with APPIC and provides data/statistics collected and other documents, upon request. Other duties as requested/assigned.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference 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 both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees. 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 <u>Extended Periods:</u> Duties are performed sitting at desk and on computer most of the time. <u>Brief Periods:</u> Walking or standing. <u>Occasional:</u> lift up to 10 lbs (files, documents). SPECIAL PERSONAL CHARACTERISTICS Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups. Willingness as a learner

	to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility. • 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. <u>Interpersonal Skills:</u> Work independently in a team setting. Excellent communications skills.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
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

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED		CLASSIFICATION TITLE Analyst II				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO Mental Health				
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:						
Under direction of the Chief of Mental Health and/or his/her designee, the Analyst II provides administrative support to the Internship Consortium Directorship, independently performing the full range of analyst duties.						
% 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					
45%	Enters data, performs the more complex statistical analysis, prepares management reports, and processes information via electronic and hard copy records (e.g., class attendance records, reports, applications, correspondence, memos, testing materials, evaluations, etc.). Respond to inquiries from students, management, vendors, etc. to provide or clarify information using telephone, e-mail, written correspondence, etc. as needed for the Internship Consortium.					
40%	Independently coordinates, facilitates and schedules Training Director's appearance for site visits for the consortium's progress throughout the duration of the internship program. Provide administrative support for internship program consortium materials prepared by consortium committee, such as brochures, manuals and policy and procedures. Ensures data collection is completed and reported to the consortium's central office from each local site and facilitates the					

10% 5%	efforts and activities that support quality assurance and continuous quality improvement of consortium training activities. Assist in tracking and storage of materials at the local sites related to multi-site meetings and communal didactics among sites. Operate various equipment (e.g., computer, printer, CD/DVD/VHS converter, laminator, camera/video/sound equipment, document scanner, projector, etc.) to produce visual aids to enhance the lesson plans, as necessary. Interfaces with site training coordinators on a wide array of matter when necessary for maintaining accurate tracking, storage and access of document and other materials. Tracks and stores the corrective action plans for sites. Receives and reviews reports from consortium's central office to ensure compliance with Committee directives, with organizational policies and procedures, and with applicable regulatory requirements. Interfaces with APPIC and provides data/statistics collected and other documents, upon request. Other duties as requested/assigned.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference 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 both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees. DESIRABLE QUALIFICATIONS <u>Special Personal Characteristics:</u> Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups. Demonstrated ability to act independently, open-mindedness, flexibility, and tact. <u>Interpersonal Skills:</u> Work independently in a team setting. Excellent communication skills. OTHER DOMAINS 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 <u>Extended Periods:</u> Duties are performed sitting at desk and on computer most of the time. <u>Brief Periods:</u> Walking or standing.

- Occasional: lift up to 10 lbs (files, documents).

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.

Job Description**Page 4**

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 a workday

Occasionally: Involves 1/3 or less of a workday

N/A: Activity or condition is not applicable

Standing: Occasionally - stands for periods of time to file/refile, at the copy machine, and other office machines.

Walking: Occasionally - has to walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes.

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

Lifting: Constantly-lifts files weighing a few ounces and rarely files weighing up to 50 lbs.

Carrying: Constantly - this activity can be considered to require the same physical demands as lifting.

Stooping/Bending/Kneeling/Crouching: Constantly- stretches, stoops/bends, kneels, and crouches to pull/refile documents from the lower shelves in filing cabinets.

Reaching in Front of Body: Constantly-will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes.

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

Climbing: Frequently - climbs when using the step stool to reach objects. Climbs steps throughout the institution during performance of regular work responsibilities.

Balancing: Frequently - balances when using the step stool, stairs or lifts.

Pushing/Pulling: Constantly- has to push/pull to open file drawers, desk drawers, carts and racks.

Fine Finger Dexterity: Constantly - will use fine-finger dexterity to write information onto documents and to type information into the computer, manipulate equipment such as a fax machine or telephone.

Hand/Wrist Movement: Constantly - uses hands and wrists in the handling of documents and files, typing, data entry and writing.

Crawling: N/A Driving: Occasionally

Sight/Hearing/Speech/Writing Ability: Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The Analyst II will frequently use hearing, speech and written language to interface with staff, visitors, patients and community.

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.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The Analyst II may at any time utilize a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, scanner and the usual office supplies.

GENERAL POST ORDER ADDENDUM.

General requirements: Incarcerated patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- measures to ensure effective communication (see below);
- housing accommodations such as wheelchair accessible cells, medical beds for incarcerated patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;

health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids; and

•work rules that allow the incarcerated patient to have a job consistent with his/her disabilities. Medical staff shall provide appropriate evaluations of the extent and nature of incarcerated patients' disabilities to determine the reasonableness of requested accommodations and modifications.

Equally Effective Communication: The Americans with Disabilities Act (AOA) and the Armstrong Remedial Plan require CDCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify incarcerated patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated patients who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the incarcerated patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document Whether the incarcerated patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the incarcerated patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the incarcerated patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the incarcerated patients' primary or only means of communication. An interpreter need not be provided if an incarcerated patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

DECS: The Disability Effective Communication System (DECS) contains information about incarcerated patients with disabilities. Every institution has OECS access and staff must review the information it contains in making housing determinations and providing effective communication.

Housing restrictions: All incarcerated patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that incarcerated patients are housed appropriately.

Prescribed Health Care Appliances (including dental appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any incarcerated patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that incarcerated patient, or (b) documented safety or security concerns regarding that incarcerated patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
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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>		
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