CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Correctional Policy Research and Internal Oversight	065-248-5157-xxx			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst I			
	WORKING TITLE			
	Analyst I			
Office of Audits and Appeals, Appeals Section	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R01		Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Rancho Cordova				

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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under the general direction of the Correctional Administrator of the Office of Audits and Appeals (OAA), Appeals Section, and the direct supervision of the Supervisor I, the Analyst I provides general analytical support to the Appeals Section. The Analyst I's responsibilities include but are not limited to analysis of incoming bypassed appeal packages, correspondence, and remedy implementation requests to ensure compliance with regulatory requirements; assisting in responding to correspondence and remedy requests by entering relevant information into the Strategic Oversight Management System (SOMS); and entering other critical information into SOMS in an accurate and timely way.

The Analyst I may also assist an Analyst II whose responsibilities include but are not limited to screening all appeals; prepares various reports regarding appeals based on data in SOMS and elsewhere; assigns weekly caseloads to Appeal Examiners; and communicates regularly with staff in the OAA and staff throughout the Department. At times, the Analyst I may be assigned special projects by the Correctional Administrator. Some travel throughout the State is required, including overnight stays.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

OAA is under the Correctional Policy Research and Internal Oversight Division. The Appeals Section's major function is to render decisions on incoming appeals from incarcerated persons and parolees.

% 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.

30%	Analyzes incoming bypassed grievances and provides written notification to the field of the bypassed grievance. Analyzes incoming correspondence from incarcerated persons, parolees, or third parties to determine its processing pathway per Appeals Section procedures. Analyzes Administrative Remedies Tracking System (ARTS) remedies and determines if accepted or rejected for processing per the regulatory criteria from California Codes of Regulation, Title 15, Section 3480 et. seq.
20%	Creates and sends correspondence and remedies letters to individual appellants or correspondents. Logs bypassed grievance entries in ARTS. Stores and maintains digital records in the Master Archive per OAA procedures.
15%	Receives the incoming mail. Opens and date stamps the incoming mail. Processes returned and disallowed mail by following the Appeals Section procedures. Closes out the appeals process by printing the Denial, Grant, Rejected, and/or Time Expired Decisions from the ARTS, updates each individual appellant's appeal status via ARTS. Processes outgoing mail by following the Appeals Section procedures. Deposits the outgoing mail.
15%	Prepares the mail for scanning by sorting documents, cutting oversized envelopes, and logs the documents onto a spreadsheet. Scans appeal documentation into the identified staff folders. Files the scanned appeal documentation into the designated filing cabinets. Locates stored files and re-scans them after quality errors are identified. Places appeals, remedies, and correspondence in shred bins after identifying regulatory deadlines have passed. Alphabetizes and logs legacy appeal records into inventory spreadsheets.
15%	Logs the incarcerated person and parolee appeals into the ARTS database. Quality controls scanned appeals and uploads appeal packages to ARTS. Assigns examiner caseload via ARTS.
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.

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 prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could result in significant delays in processing appeal decisions. Such delays can result in Time Expired appeal decisions being returned to the appellant instead of rendered decisions, increasing the likelihood of costly litigation 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