

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 091-291-5157-XXX				
UNIT NAME AND CITY LOCATED Regional Human Resources Office (Field Liaison)		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE Human Resources Hiring Analyst (HRHA)				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R01	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 supervision of the Supervisor I at a Regional Human Resources Office (RHRO), the Analyst I serves as the human resources (HR) liaison between the institution's health care staff and the RHRO. The Analyst I performs the less complex personnel duties, including Expedited Hiring Process (EHP) and facilitating Classification and Pay (C&P) processes. The Analyst I assists in processing personnel documents and provides resolutions to the less-complex HR issues or problems. The Analyst I interprets and applies State Civil Service laws and rules and departmental HR laws, rules, policies, and procedures. The Analyst I may provide coverage for staff vacancies or absences within the Region and assist HR field office staff. The Analyst I supports the overall mission and immediate goals of the institution and performs duties as necessary to provide better delivery of program services. Overtime and travel may be required.						
% 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						
35%	Assists in coordinating and facilitating the C&P and EHP transactions for institutional health care staff. Under direction, works closely with the RHRO C&P Unit by reviewing and analyzing position justifications, allocation guidelines, classification specifications, duty statements, and other supporting documents to ensure positions are properly allocated and duties are appropriate for the classification. Assists in conducting C&P projects and organizational studies and analyzes organization chart revisions and forwards to RHRO for Business Information Services program					

	updates. Reviews position reclassification requests to ensure proper justification; reviews duty statements to ensure duties are appropriately described and that the classification criteria is met; and forwards recommendations to the RHRO for approval or denial; and electronically submits Receiver's Freeze Exemption Request on behalf of the hiring authority as needed. Assists in analyzing, preparing and submitting Out-of-Class (OOC) packages, Hiring Above Minimum requests, and Incarcerated Worker's Supervision Pay, Bilingual Pay, and other special pay requests; reviews and applies all appropriate pay differential and alternate range criteria to ensure employees receive compensation in accordance with Memoranda of Understanding, control agencies, and departmental laws, rules, policies, and procedures; and completes all required documentation and submits requests related to HR to RHRO for review and approval.
30%	Develops vacancy and recruitment listings, reviews, and monitors the California Department of Human Resources' (CalHR) online jobs website and the internal departmental vacant position advertisement system (Hodes) and coordinates with the Certification Unit to ensure timely postings. Analyzes screening criteria, interview questions, and rating criteria to ensure compliance with merit principles and monitors employee recruitment and selection activities to ensure policy and procedures are followed. Works with the hiring program to resolve less-complex issues and/or concerns. Schedules candidate interviews, coordinates interview panel selection, and conducts Hiring Panel Orientation prior to the selection interviews. Conducts post interview analysis of candidate scores to ensure the integrity of the selection process is maintained. Identifies and responds to merit issues and makes recommendations to the RHRO and the Chief Executive Officer (CEO) for appropriate corrective action. Analyzes all hiring documents for accuracy and identifies any transactions, nepotism, license, or felony conviction issues that need to be elevated. Prepares and completes the hiring packages and obtains the required exception approvals, prepares interview summary memoranda, obtains hiring authority signatures, documents and organizes the hiring file, and ensures the files are closed and archived. Determines and initiates appropriate personnel action for immediate coverage behind vacant permanent and temporary positions. Guides candidates through hiring and pre-employment clearance process and confirms all requirements are met prior to hire date (e.g., tuberculosis test, fingerprint clearances, health questionnaire, credentialing). Processes appropriate appointment documents (e.g., Request for Personnel Action, OCC document packages). Assist in processing the Non-Punitive/Adverse Action paperwork by ensuring documents are served in a timely manner.
15%	Compiles HR related comparative statistics; analyzes, draws conclusions, and prepares report of findings and Corrective Action Plan to RHRO and institution health care management for review; ensures corrective action timeframes are met; tracks and logs document approvals, disapprovals, and monitors assignments. Completes salary determinations and provides findings to employees and RHRO. Assists in conducting research and analysis on assigned grievances to develop grievance responses. Prepares manuals and various correspondences related to all HR disciplines.
15%	Maintains regular communication with the RHRO, CEO, and institution personnel office staff. Attends health care program management meetings; makes recommendations to departmental managers/supervisors, and employees on varied HR issues, policies, rules, and procedures; and consults and advises California Correctional Health Care Services (CCHCS) program managers on HR issues, including establishing, abolishing, and reclassifying positions and filling vacancies. Provides New Employee Orientation and training, instruction, and/or guidance on personnel related subjects. Develops materials and tools to conduct training for hiring programs and HR, CCHCS. Processes LiveScan and identification cards for new hires and provides reciprocal assistance for the institution.
5%	Performs other duties as required.

	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; and government functions and organization. <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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work. 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 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. - Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles. - Demonstrates capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests. - Willingness and ability to accept increasing responsibility.	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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>		
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) 091-291-5393-XXX				
UNIT NAME AND CITY LOCATED Regional Human Resources Office (Field Liaison)		CLASSIFICATION TITLE Analyst II				
		WORKING TITLE Human Resources Hiring Analyst (HRHA)				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R01	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				
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PRIMARY DOMAIN:						
Under the supervision of the Supervisor I at a Regional Human Resources Office (RHRO), the Analyst II serves as the human resources (HR) liaison between the institution's health care staff and the RHRO. The Analyst II performs the more responsible, varied and complex personnel duties, including Expedited Hiring Process (EHP) and facilitating Classification and Pay (C&P) processes. The Analyst II processes personnel documents and provides resolutions to the most complex HR issues or problems and makes recommendations to management. The Analyst II interprets and applies State Civil Service laws and rules, and departmental HR laws, rules, policies, and procedures. The Analyst II may provide coverage for staff vacancies or absences within the Region and provide lead over other HR field office staff. The Analyst II supports the overall mission and immediate goals of the institution and performs duties as necessary to provide better delivery of program services. Overtime and travel may be required.						
% 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. (Use addition sheet if necessary)					
ESSENTIAL FUNCTIONS						

35%	Assists in coordinating and facilitating the C&P and EHP transactions for institutional health care staff. Under direction, works closely with the RHRO C&P Unit by reviewing and analyzing position justifications, allocation guidelines, classification specifications, duty statements, and other supporting documents to ensure positions are properly allocated and duties are appropriate for the classification. Assists in conducting C&P projects and organizational studies and analyzes organization chart revisions and forwards to RHRO for Business Information Services program updates. Reviews position reclassification requests to ensure proper justification; reviews duty statements to ensure duties are appropriately described and that the classification criteria is met; and forwards recommendations to the RHRO for approval or denial; and electronically submits Receiver's Freeze Exemption Request on behalf of the hiring authority as needed. Assists in analyzing, preparing and submitting Out-of-Class (OOC) packages, Hiring Above Minimum requests, and Incarcerated Worker's Supervision Pay, Bilingual Pay, and other special pay requests; reviews and applies all appropriate pay differential and alternate range criteria to ensure employees receive compensation in accordance with Memoranda of Understanding, control agencies, and departmental laws, rules, policies, and procedures; and completes all required documentation and submits requests related to HR to RHRO for review and approval.
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15%	Compiles HR related comparative statistics; analyzes, draws conclusions, and prepares report of findings and Corrective Action Plan to RHRO and institution health care management for review; ensures corrective action timeframes are met; tracks and logs document approvals, disapprovals, and monitors assignments. Completes salary determinations and provides findings to employees and RHRO. Assists in conducting research and analysis on assigned grievances to develop grievance responses. Prepares manuals and various correspondences related to all HR disciplines.
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5%	Provides New Employee Orientation and training, instruction, and/or guidance on personnel related subjects. Develops materials and tools to conduct training for hiring programs and HR, CCHCS. Processes LiveScan and identification cards for new hires and provides reciprocal assistance for the institution. Performs other duties as required.	
	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; and government functions and organization. <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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work. 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 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. - Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles. - Demonstrates capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests. - Willingness and ability to accept increasing responsibility.	
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