

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-620-5393-803				
UNIT NAME AND CITY LOCATED Strategic Initiatives and Innovation CalAIM Compliance Unit Elk Grove		CLASSIFICATION TITLE Analyst II				
		WORKING TITLE Senior Compliance Analyst/Auditor				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove, CA 95758				
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 direction of the Chief of the CalAIM Compliance Unit, the Analyst II performs the more complex analytical and compliance audit work for CalAIM and related healthcare initiatives. The incumbent independently conducts compliance monitoring, risk assessments, and internal audits to ensure adherence to state and federal Medi-Cal requirements. The position exercises a high degree of initiative, discretion, and independent judgment in evaluating program operations, identifying compliance risks, and recommending corrective actions. The incumbent must maintain confidentiality of sensitive information, demonstrate ethical behavior, and work cooperatively with others. 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					
40%	Evaluates and coordinates the flow of information impacting CalAIM compliance and regulatory requirements. Obtains, evaluates, and develops extensive information from departments, institutions, and stakeholders to assess operational compliance risks and brief executive leadership on potential regulatory exposure in advance of meetings, audits, and oversight engagements. Plans and conducts complex compliance reviews and internal monitoring activities. Develops audit tools, review methodologies, and evaluation criteria aligned with DHCS guidance, All Plan Letters, Information Notices, and other regulatory directives. Prepares detailed written compliance					
%						

35% 10% 10% 5%	summaries, audit reports, and risk analyses outlining findings, root causes, and recommended corrective actions. Assists executive leadership in audit preparedness and response coordination for external oversight entities. Undertakes complex special assignments including conducting program evaluations, reviewing documentation standards, assessing internal controls, and monitoring implementation of corrective action plans to ensure sustained compliance. Serves as liaison for the Chief on compliance and audit-related matters. Coordinates responses to regulatory inquiries, audit requests, and external monitoring activities. Screens, evaluates, and routes compliance issues requiring executive attention. Follows up with program areas on assignments and corrective actions to ensure timely completion and documentation of compliance activities. Maintains audit tracking logs, compliance dashboards, and documentation repositories to support internal monitoring and external audit readiness. Coordinates logistics and materials for compliance meetings, audit entrance and exit conferences, and executive briefings. Develops, reviews, analyzes, and processes complex project plans, compliance reports, correspondence, corrective action plans, and regulatory impact analyses. Conducts detailed research and analysis on issues directly impacting the implementation of CalAIM services across statewide medical facilities. Interprets regulatory language and provides technical guidance to program teams to ensure operational alignment with compliance requirements. Participates in departmental meetings, interdisciplinary groups, and training sessions to develop and recommend policies, procedures, and internal control enhancements to strengthen compliance infrastructure. Works with program areas to coordinate enterprise-wide CalAIM compliance strategies and internal monitoring frameworks. May act as a lead in compliance review projects and provide technical training and guidance to staff on audit protocols, documentation standards, and regulatory expectations. Performs other related duties as assigned, consistent with the scope of complex compliance and audit responsibilities.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization; and methods and techniques of effective communication and 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; 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; and coordinate the work of others, act as a team leader, and appear before legislative or 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 Persons appointed to this position must be reasonably expected to exert up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time. Persons appointed to this position must be able to travel.

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. • Demonstrated ability to act independently, open-mindedness, flexibility, and tact.		
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

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UNIT NAME AND CITY LOCATED Strategic Initiatives and Innovation CalAIM Compliance Unit Elk Grove		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE Compliance/Program Integrity Analyst				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove, CA 95758				
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PRIMARY DOMAIN:						
Under the direction of the Chief of the CalAIM Compliance Unit, the Analyst I performs journey-level analytical duties in support of CalAIM compliance monitoring and program integrity activities. The incumbent assists with compliance reviews, documentation analysis, data tracking, and internal monitoring processes to ensure alignment with state and federal Medi-Cal requirements. The position supports audit readiness efforts, regulatory reporting, and corrective action tracking activities. The incumbent exercises sound judgment within established policies and procedures and works collaboratively with program areas to support compliance initiatives. Travel may be required.						
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ESSENTIAL FUNCTIONS						
40%	Assists in conducting compliance monitoring and program integrity reviews related to CalAIM and associated healthcare initiatives. Reviews documentation, policies, procedures, and operational materials to assess adherence to DHCS guidance, All Plan Letters, Information Notices, and other regulatory requirements. Compiles and analyzes information from institutions, headquarters program areas, and stakeholders to support compliance evaluations. Drafts summaries of findings, identifies potential areas of risk, and prepares written reports outlining observations for supervisory review. Assists in the development and maintenance of compliance tracking tools and monitoring					

30% 15% 10% 5%	templates. Supports audit preparedness activities by gathering requested documentation, organizing materials, and coordinating internal responses to oversight inquiries. Maintains compliance tracking logs, monitoring dashboards, and documentation repositories to support internal oversight and audit readiness. Tracks corrective action plans and follows up with program areas to ensure timely completion and documentation of required actions. Assists in coordinating responses to regulatory inquiries and audit requests. Prepares draft correspondence, status updates, and briefing materials for review by management. Supports logistics for compliance meetings and monitoring activities, including preparation of agendas, materials, and meeting notes. Conducts research and analysis on regulatory requirements impacting CalAIM implementation across statewide facilities. Interprets regulatory guidance and provides technical assistance to program areas within established parameters. Reviews data reports and operational metrics to identify trends, potential compliance concerns, or areas requiring additional review. Prepares analytical summaries and recommendations for supervisory consideration. Participates in the development and refinement of internal monitoring procedures, compliance checklists, and documentation standards. Assists in drafting or updating policies and procedures to strengthen internal controls and program integrity practices. Provides support in training sessions or informational meetings related to compliance documentation expectations and monitoring processes. Performs other related duties as assigned, consistent with the scope of journey-level compliance and program integrity responsibilities.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental 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 PHYSICAL CHARACTERISTICS Persons appointed to this position must be reasonably expected to exert up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time. Persons appointed to this position must be able to travel. 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. • Demonstrated ability to act independently, open-mindedness, flexibility, and tact.	
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