# DUTY STATEMENT

| CDCR INSTITUTION OR DEPARTMENT<br>California Correctional Health Care Services | POSITION NUMBER (Agency – Unit – Class – Serial) | | | | |
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| UNIT NAME AND CITY LOCATED<br>Administrative Support - Budgets | CLASSIFICATION TITLE<br>Analyst II | | | | |
| | WORKING TITLE | | | | |
| | COI<br>Yes ☐<br>No ☐ | WORK WEEK GROUP | CBID | TENURE | TIME BASE |
| SCHEDULE (Telework may be available): _____ AM to _____ PM.<br>(Approximate only for FLSA exempt classifications) | SPECIFIC LOCATION ASSIGNED TO | | | | |
| INCUMBENT (If known) | EFFECTIVE DATE | | | | |

California Department of Corrections and Rehabilitation (CDCR)/California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

**PRIMARY DOMAIN:**

Under the direction of the Chief Support Executive, the Analyst II works with institution programs in analyzing, preparing, and monitoring budgets and coordinating fiscal information with headquarters Fiscal Management Section. The Analyst II independently performs a wide variety of the more complex analytical duties and responsibilities that require knowledge of Department regulations, policies, procedures, good judgment, and the ability to communicate effectively. The Analyst II prepares reports, correspondence, collects data, tracks information, monitors tracking systems, makes recommendations to management, and implements processes and procedures. 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.

| % 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)* |
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| | **ESSENTIAL FUNCTIONS** |
| **30%** | Independently reviews, analyzes, evaluates, processes, and monitors budget changes, allotments, reports, proposals, fiscal information, and data from a wide variety of sources. Prepares budget reports, statistical charts, spreadsheets, correspondence, and ensures written communications are in compliance with Department policies and procedures. Interprets and applies laws, rules, regulations, policies, and procedures to specific problems or situations. Conducts monthly reviews of overall expenditures and uses a variety of analytical techniques to identify and solve complex budget problems. Develops and recommends alternatives, presents ideas and information, and determines the best course of action. Plans, designs, and carries out assigned work within imposed deadlines. |
| **25%** | Projects budget expenditures to generate management reports as assigned. Monitors monthly expenditures to identify surplus or deficit budget projections and make appropriate recommendations for adjustments. Provides regular budget reports to the institution management regarding fiscal activity and provides consultation on budget issues and advices on proposed budget changes. Runs the Medical Classification Model on a monthly basis and provides results to management to assist with understanding budget expenditures and projections related to personnel services. Assists in and coordinates the preparation of budget concept statements and budget |

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| | change proposals. |
| **20%** | Collects and analyzes data, evaluates information, makes recommendations, and implements budget review processes and procedures. Monitors and analyzes the use of temporary help, overtime, contracts, and other personnel services to make accurate budget projections and ensure sufficient funds are available. Reconciles budgeted position authority for Supervising Registered Nurses, Registered Nurses, Licensed Vocational Nurses, Certified Nursing Assistants, and Psychiatric Technicians with the Post Assignment Schedule, Master Assignment Roster, and Human Resources Position Roster counts. Acts as the liaison between headquarters operations, the Regional Office, and the institution staff to coordinate budgetary issues and fiscal related requests for information. Keeps accurate records to monitor budget trends and responds to requests for information. |
| **15%** | Assists others in understanding and following Department policies and procedures for a wide variety of administrative related subjects and processes. Creates and/or updates operating procedures and manuals as necessary to keep materials current. |
| **5%** | Serves in the pool of administrative staff resources to enhance institution work efficiencies and staff cross-training. |
| **5%** | Performs other duties as required. |

**KNOWLEDGE AND ABILITIES**

*Knowledge of:* 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.

*Ability to:* 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; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others and 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**

Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, the incarcerated, or the public.

**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.

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| | • Ability to build trust, improve communication, and assist with the transformation of correctional culture. |

| SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*** | | |
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| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
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| 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 |
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# DUTY STATEMENT

| CDCR INSTITUTION OR DEPARTMENT<br>California Correctional Health Care Services | POSITION NUMBER (Agency – Unit – Class – Serial) | | | | |
|---|---|---|---|---|---|
| UNIT NAME AND CITY LOCATED<br>Administrative Support - Budgets | CLASSIFICATION TITLE<br>Analyst I | | | | |
| | WORKING TITLE | | | | |
| | COI<br>Yes ☐<br>No ☐ | WORK WEEK GROUP | CBID | TENURE | TIME BASE |
| SCHEDULE (Telework may be available): _____ AM to _____ PM.<br>(Approximate only for FLSA exempt classifications) | SPECIFIC LOCATION ASSIGNED TO | | | | |
| INCUMBENT (If known) | EFFECTIVE DATE | | | | |

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**PRIMARY DOMAIN:**

Under supervision of the Chief Support Executive, the Analyst I works with institution programs in analyzing, preparing, and monitoring budgets and coordinating fiscal information with headquarters Fiscal Management Section. The Analyst I performs a wide variety of the less complex analytical duties and responsibilities that require the knowledge of Department regulations, policies, procedures, good judgment, and the ability to communicate effectively. The Analyst I prepares reports, correspondence, collects data, tracks information, monitors tracking systems, and makes recommendations to management. 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.

| % 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)* |
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| | **ESSENTIAL FUNCTIONS** |
| **30%** | Assists in reviewing, analyzing, evaluating, processing, and monitoring the less complex budget changes, allotments, reports, proposals, and fiscal information and data from a wide variety of sources. Prepares budget reports, statistical charts, spreadsheets, correspondence, and ensures written communications are in compliance with Department policies and procedures. Interprets and applies laws, rules, regulations, policies, and procedures to specific problems or situations. Conducts a monthly review of overall expenditures, and uses a variety of analytical techniques to identify and solve complex budget problems. Assists in developing and recommending alternatives, presenting ideas and information, and determining the best course of action. Plans, designs, and carries out assigned work within imposed deadlines. |
| **20%** | Projects budget expenditures to generate management reports as assigned. Monitors monthly expenditures to identify surplus or deficit budget projections and make appropriate recommendations for adjustments. Provides regular budget reports to the institution management regarding fiscal activity and provides consultation on budget issues and advice on proposed budget changes. Runs the Medical Classification Model on a monthly basis and provides results to management to assist with understanding of budget expenditures and projections related to personnel services. Assists and coordinates in the preparation of budget concept statements and |

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| | budget change proposals. |
| **15%** | Collects and analyzes data, evaluates information, makes sound recommendations, and implements processes and procedures. Monitors and analyzes the use of temporary help, overtime, contracts, and other personnel services to make accurate budget projections and ensure there are sufficient funds. Acts as liaison between headquarters operations, the Regional Office, and the institution staff to coordinate budgetary issues and fiscal related requests for information. Keeps accurate records for monitoring budget trends and responding to requests for information. |
| **15%** | Assists others in understanding and following Department policies and procedures for a wide variety of administrative related subjects and processes. Creates and updates manual/operating procedures as necessary to keep materials current. |
| **10%** | Reconciles budgeted position authority for Supervising Registered Nurses, Registered Nurses, Licensed Vocational Nurses, Certified Nursing Assistants, and Psychiatric Technicians with the Post Assignment Schedule, Master Assignment Roster, and Human Resources Position Roster counts. |
| **5%** | Serves in the pool of administrative staff resources to enhance institution work efficiencies and staff cross-training. |
| **5%** | Performs other duties as required. |
| | **KNOWLEDGE AND ABILITIES**<br>*Knowledge of:* 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.<br><br>*Ability to:* 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.<br><br>**SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT**<br>• 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.<br><br>**SPECIAL PHYSICAL CHARACTERISTICS**<br>Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, the incarcerated, or the public.<br><br>**SPECIAL PERSONAL CHARACTERISTICS**<br>• Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.<br>• Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.<br>• Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.<br>• Ability to build trust, improve communication, and assist with the transformation of correctional culture. |

| SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*** | | |
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| 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 |