DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-210-5157-938
UNIT NAME AND CITY LOCATED Employment & Outreach Unit Workforce Development & Talent Management Human Resources Section – Elk Grove, CA	CLASSIFICATION TITLE Analyst I WORKING TITLE Retention Solutions Analyst

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☒	2	R01	LT	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 supervision of the Supervisor I (Retention Solutions), the Analyst I will be responsible for the less complex analytical functions associated with all aspects of workforce planning, including research, policy interpretation, program support and assist in other special assignments within the unit, operating congruently with organizational culture, values, and vision. The Analyst I will support and promote a positive working environment and productive relationship with all staff and stakeholders of the CCHCS in an ethical and professional manner. 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%	Provides guidance on workforce trends, talent management, and employee retention to assist in developing, implementing, and supporting the department's statewide retention efforts. Develop procedures and or recommendation on the goals and performance measures of the unit and related activities, assist in providing recommendations on tools and resources for executive and upper-level management staff to support retention efforts and planning activities. Provides guidance and assistance to program leadership in developing and maintaining policies and procedures appropriate for implementation of statewide efforts.

25%	Work closely with strategic partners across the organization to assess current strategies in employee development, engagement, and recognition. With those partners, continuously review current data sets, department programs, and other relevant data points to assess level of impact on retention efforts. Conduct research on current best-practices approach to employee retention and define effective practices appropriate for implementation. Assist in the development of assessment tools, reports, and benchmarks to evaluate the success of the program and make recommendations based on results.
25%	Develop and provide recommendations on internal procedures and needed policy to support all retention-related efforts for the organization and the retention unit. Confer with other agencies regarding retention strategies and other workforce related issues. Prepare strategies and participate in discussions regarding retention and related efforts. Trains other retention staff as needed. Directs the preparation of various reports and manuals, and reviews unit documents for finalization.
10%	Network through industry contacts, professional associations, educational groups, trade groups, CCHCS employees, etc. Meets with program leadership, executive staff, and external stakeholders, including departmental and regional personnel staff. Give presentations at other state departments, colleges, or career fairs and job events. Provide consultation to staff, management, and stakeholders and perform other related special assignment duties. Review and approve research that is used to support program initiatives. Travel to institutions, workshops, and other related events throughout California.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization. *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. **DESIRABLE QUALIFICATIONS** • Knowledge of program and policy development practices • Knowledge of principles and practices of program planning, implementation, and evaluation. • Knowledge of best practices in employee engagement, retention, and modifications in complex public sector agencies • Knowledge of workforce trends and organizational climate assessment • Knowledge of methods of identifying root causes of turnover and developing targeted retention interventions • Knowledge of project management **OTHER DOMAINS** **NA** **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 10 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.

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.

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