

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Administrative Support – Executive Team		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	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				
<p>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.</p> <p>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.</p> <p>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.</p>						
PRIMARY DOMAIN:						
<p>Under the supervision of the Chief Executive Officer or the Chief Support Executive, the Analyst I gathers, researches, and analyzes information to resolve the less complex issues or requests for information and revises or implements the less complex policies and procedures. The Analyst I performs a wide variety of analytical duties and responsibilities that require the knowledge of Department regulations, policies and procedures, good judgment, and the ability to communicate effectively. The Analyst I prepares reports, correspondence, collects data, tracks information, monitors tracking systems, makes recommendations to management, and implements processes and procedures. 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.</p>						

% 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 reviewing, analyzing, evaluating, and monitoring special projects, management reports, and data related to the effectiveness of medical services provided to patients. Responds to requests for information from the Executive Team and other high level managers by researching the appropriate information and preparing a response for management review and signature. Interprets and applies laws, rules, regulations, policies, and procedures to specific problems or situations. Conducts monthly reviews of program information and uses a variety of analytical techniques to identify and solve complex problems. Prepares issue papers, spreadsheets, and correspondence and ensures written communications are in compliance with Department policies and procedures. Plans, designs, and carries out assigned work within imposed deadlines.
20%	Analyzes administrative problems, identifies issues and alternatives, and recommends effective corrective action. Tracks, analyzes, and evaluates internal administrative processes to ensure compliance with Department policies and procedures, and recommends ways to streamline procedures if needed. Keeps accurate records to monitor trends and respond to requests for information. Ensures accurate information is available to provide management reports as needed. Assists in the review and development of methods to evaluate the quality and cost effectiveness of health care services. Participates in planning and developing training materials.
15%	Assists in collecting and analyzing data, evaluating information, making sound recommendations, and implementing processes and procedures. Reviews, evaluates, and prepares various administrative documents, charts, budget reports, contracts, requests for services, and other types of agreements. Monitors trends, summarizes information, prepares reports, and keeps management informed.
15%	Serves in the pool of administrative staff resources to enhance institution work efficiencies and staff cross-training.
10%	Assists others in understanding and following Department policies and procedures for a wide variety of administrative related subjects and processes. Explains new policies, procedures, or programs to operations staff.
5%	Performs other duties as required.
	<p>KNOWLEDGE AND ABILITIES</p> <p><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; government functions and organization.</p> <p><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.</p> <p>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</p> <ul style="list-style-type: none"> • 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.

	<p>SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • 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>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>		
<p>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.</p>		
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)				
UNIT NAME AND CITY LOCATED Administrative Support – Executive Team		CLASSIFICATION TITLE Analyst II				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	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				
<p>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.</p> <p>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.</p> <p>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.</p>						
PRIMARY DOMAIN:						
<p>Under the direction of the Chief Executive Officer or the Chief Support Executive, the Analyst II gathers, researches, and analyzes information to resolve issues, respond to requests for information, and prepare or implement new policies and procedures. The Analyst II independently performs a wide variety of complex analytical duties and responsibilities that require the knowledge of Department regulations, policies and procedures, good judgment, and the ability to communicate effectively. The Analyst II prepares reports and correspondence, collects data, tracks information, and monitors tracking systems. The Analyst II 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.</p>						

% 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%	Independently reviews, analyzes, evaluates, and monitors complex special projects, management reports, and data related to the effectiveness of medical services provided to patients. Responds to requests for information from the Executive Team and other high-level managers by researching the appropriate information and preparing a response for management review and signature. Interprets and applies laws, rules, regulations, policies, and procedures to specific problems or situations. Conducts monthly reviews of program information and uses a variety of analytical techniques to identify and solve complex problems. Prepares issue papers, spreadsheets, reports, and correspondence and ensures written communications are in compliance with Department policies and procedures. Plans, designs, and carries out assigned work within imposed deadlines.
20%	Analyzes administrative problems, identifies issues and alternatives, and recommends effective corrective action. Tracks, analyzes, and evaluates internal administrative processes to ensure compliance with Department policies and procedures and recommends ways to streamline procedures if needed. Gathers and maintains accurate records to monitor trends and respond to requests for information. Ensures accurate information is available to provide management reports as needed. Participates in the review and development of methods to evaluate the quality and cost effectiveness of health care services. Participates in planning and developing training materials.
15%	Collects and analyzes data, evaluates information, makes sound recommendations, and implements processes and procedures. Reviews, evaluates, and prepares various administrative documents, charts, budget reports, contracts, requests for services, and other types of agreements. Monitors trends, summarizes information, prepares reports, and keeps management informed.
15%	Serves in the pool of administrative staff resources to enhance institution work efficiencies and staff cross-training.
10%	Assists others in understanding and following Department policies and procedures for a wide variety of administrative related subjects and processes. Explains new policies, procedures, or programs to operations staff.
5%	Performs other duties as required.
	<p>KNOWLEDGE AND ABILITIES</p> <p><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; government functions and organization; and methods and techniques of effective conference leadership.</p> <p><i>Ability to:</i> Reason logically and creatively utilizing 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.</p> <p>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</p> <ul style="list-style-type: none"> 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

	<p>made aware of this.</p> <p>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.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • 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. 	
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