

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED		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:						
Under the general supervision of the Chief of Mental Health and/or his/her designee, the Analyst I is the entry through first journey level analyst, performing work of an average difficulty. The Analyst I provides administrative support to the Internship Consortium Directorship.						
% 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						
45%	Enters data, performs statistical analysis, prepares management reports, and processes information via electronic and hard copy records (e.g., class attendance records, reports, applications, correspondence, memos, testing materials, evaluations, etc.). Respond to inquiries from students, management, vendors, etc. to provide or clarify information using telephone, e-mail, written correspondence, etc. as needed for the Internship Consortium.					
40%	Coordinates, facilitates and schedules Training Director's appearance for site visits for the consortium's progress throughout the duration of the internship program. Provide administrative support for internship program consortium materials prepared by consortium					

<p>10%</p> <p>5%</p>	<p>committee, such as brochures, manuals and policy and procedures. Ensures data collection is completed and reported to the consortium's central office from each local site and facilitates the efforts and activities that support quality assurance and continuous quality improvement of consortium training activities. Assist in tracking and storage of materials at the local sites related to multi-site meetings and communal didactics among sites.</p> <p>Operate various equipment (e.g., computer, printer, CD/DVD/VHS converter, laminator, camera/video/sound equipment, document scanner, projector, etc.) to produce visual aids to enhance the lesson plans, as necessary. Interfaces with site training coordinators on a wide array of matter when necessary for maintaining accurate tracking, storage and access of document and other materials.</p> <p>Tracks and stores the corrective action plans for sites. Receives and reviews reports from consortium's central office to ensure compliance with Committee directives, with organizational policies and procedures, and with applicable regulatory requirements. Interfaces with APPIC and provides data/statistics collected and other documents, upon request. Other duties as requested/assigned.</p>
	<p>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; government functions and organization; and methods and techniques of effective conference leadership.</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 both orally and in writing; 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, 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 made aware of this. <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p><u>Extended Periods:</u> Duties are performed sitting at desk and on computer most of the time.</p> <p><u>Brief Periods:</u> Walking or standing.</p> <p><u>Occasional:</u> lift up to 10 lbs (files, documents).</p> <p>SPECIAL PERSONAL CHARACTERISTICS Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups. Willingness as a learner</p>

	<p>to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.</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. <p><u>Interpersonal Skills:</u> Work independently in a team setting. Excellent communications skills.</p>	
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