CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
California State Prison, Sacramento	284-542-5157-XXX			1 / H
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst I			
	WORKING TITLE			
Warden's Office/Community Resources	Analyst I - Rehabilitative Achievement Credit			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Represa, CA 95671			10/23/26	

CDCR'S MISSION, VISION and COMMITMENT

Mission
To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision
We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment
CDCR and 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.

DIVISION OVERVIEW

The primary mission of the Community Resources Office at CSP-Sacramento is to provide rehabilitative opportunities to all incarcerated persons housed within any facility in the institution in the form of self-help, religious, and community supported programs.

GENERAL STATEMENT

Under the supervision of the Community Resources Manager (CRM), the Analyst assists with the analytical work related to data collection in support of the Rehabilitative Achievement Credit (RAC) earning programs, incarcerated persons Activity Groups (IAGs), Self-Help Programs, Innovative Grant Recipient (IGR) programs, Self-Help Sponsors, and Volunteers. The Analyst assists the CRM in preparing summary and statistical reports and assists in overall program coordination on quality improvement activities.

% 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.
35%	Assists in analyzing Rehabilitative Achievement Credit reports, researching, collecting data, preparing summary statistical data for CRM, CDCR and legislative review, and other reporting purposes. Assists in analyzing and reporting on program performance based on Strategic Oversight Management System (SOMS), COMPSTAT and Program Inventory data. Assists in the submission of accurate data to produce a variety of management reports to meet programmatic needs. Provides procedures and guidance for tracking of attendance for RAC, IGR, Self-Help and IAG programs. Assists the CRM in evaluating reports for incarcerated persons programs, Warden, Incarcerated Persons Assignment (IA) and headquarters executive staff. Manages Incarcerated Persons (IP) waitlists within the Excel Data Base. Assigns and un-assigns IP to IAG programs.

25%	Reviews the program inventory and Incarcerated Persons vacancy report of "self-help", and volunteer programs with the CRM. Provides a clear description of the programs currently operating at the institution. Assists in conducting assessments and evaluates programs on an ongoing basis to assess program outcomes, volunteer increase and expansion, MCC, RAC and success. Updates and maintains briefing and findings documents. Submits and RAC approval forms to upper management. Develop IAG programs within SOMS. Analyzes data for various needs. Meet with IP's face-to-face concerning their RAC, Waitlist Placement, IAG's and Fundraising activities.
20%	Provides administrative support, participates in meetings, workgroups and makes presentations to develop and improve procedures and policy development to enhance program services. Assists with the development of the CRM annual plan. Assists directly with the Volunteer Advisory Committee (VAC) and Citizens Advisory Committee (CAC) to further expand the institutions' presence in the community and increase volunteer support. Aids the CRM with the scheduling of Self-Help Sponsors (SHS), monitor expenditures for self- help sponsors and self- help materials and supplies. Assists with policy updates as necessary. Assists with and provides training to CRM staff and SHS.
15%	Assists in periodic program evaluations and standards compliance reviews of the assigned programs and track program space. Assists and responds to incarcerated people's inquiries, and community and volunteer inquiries. Procures materials and supplies utilizing Business Information Systems and internal and external donations.
5%	Attends a combination of 40 hours per year of In-Service Training and On-the-Job Training. Perform administrative duties including but are not limited to and adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.

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 through observation and building rapport.
- 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.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in a loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The

requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Four years of work experience performing analytical, technical, clerical, and/or customer service duties. Academic education from an accredited college/university may be substituted for the required experience on a year-for-year basis.

LANGUAGE SKILLS: Ability to spell correctly; use good English; prepare correspondence and memoranda independently utilizing a wide knowledge of vocabulary, grammar, and spelling; follow oral and written directions; read and write English at a level required for successful job performance; and communicate effectively. Present ideas and information effectively both orally and in writing to employees, management, and other agencies.

MATHEMATICAL SKILLS: Ability to make mathematical computations of medium level of difficulty; ability to add, subtract, multiply, and divide all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY: Reason logically and creatively using a variety of analytical techniques to resolve complex problems. Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

OTHER SKILLS AND ABILITIES: Ability to work on several priority issues simultaneously, work independently, be flexible and exhibit tact. The ability to gain and maintain the confidence of those contacted during work; work under strict time constraints, negotiate with and instruct others, maintain regular attendance and be punctual.

OTHER QUALIFICATIONS: Knowledge of modern office methods, business English and correspondence; and principles of effective training; and to negotiate with and instruct others.

SPECIAL PERSONAL CHARACTERISTIC: A demonstrated interest in assuming increasing responsibility.

ADDITIONAL DESIRABLE QUALIFICATION: Have extensive knowledge and experience utilizing Excel, Outlook and Microsoft Office Suite.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday Involves

Frequently: Involves l/3 to 2/3 of workday

Occasionally: Involves l/3 or less of workday

N/A: Activity or condition is not applicable

Standing: Frequently stands while speaking with other staff, Incarcerated Persons, conducting training and meetings.
Walking: Frequently walking to the three Prison Yards, other offices to attend meetings, the Warehouse, to use the copier, and to the storage area.
Sitting: Frequently sits at a desk or computer table. There is flexibility for movement on a frequent basis to break sitting with standing and walking.
Lifting: Frequently lifts boxes filled with program materials, and paperwork weighing between a few ounces up to 25 pounds; Will lift or move chairs, tables, music equipment, bags with pamphlets, curricula, books, pens, flyer's, supplies for events. etc.
Carrying: Frequently carry paperwork, files, mail, boxes, bags filled with handouts, supplies for an event or the office for long and short distances.
Stooping/Bending/Kneeling/Crouching: Occasionally - stretches, stoops/bends, kneels, crouches when accessing equipment, forms or files on lower shelves or in filing cabinets. Bending at the waist and neck occurs on a frequent basis throughout the day as needed.
Reaching in Front of Body: Frequently utilizing a keyboard and reaching for items such as the telephone and files and operating the photocopier.
Reaching Overhead: Occasionally - reaches overhead to retrieve files, curricula, books, supplies from the top shelf of a file cabinet or shelf.
Climbing: Occasionally - climb steps throughout the institution during inspections and regular work responsibilities.

Balancing: N/A
Pushing/Pulling: Frequently - must push/pull to open desk drawers, archive boxes containing files, books, folders, art supplies, supplies, rolling cart, hand truck to move.
Fine Finger Dexterity: Constantly - will use fine-finger dexterity for writing, sorting paper, and using the computer keyboard.
Hand/Wrist Movement: Constantly - uses hands and wrists in the handling of documents and files, answering telephones, photocopying, viewing videos, retrieving computer data, and making handwritten notes.

Crawling: N/A
Driving: Occasionally drives a golf cart, box truck, car, or van on prison grounds. A car to meetings and seminars off-site.
Sight/Hearing/Speech: Adequate vision and hearing, as well as the ability to speak clearly, are required to effectively perform the essential job duties. Frequently uses hearing and speech interface with institutional staff, Incarcerated Persons, attorneys, volunteers, the public, and other governmental employees.

WORK ENVIRONMENT: The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Must be able to meet with, work around, and speak with Incarcerated Persons from lower custody and maximum-security levels.

As an Analyst I frequently works indoors in mostly a thermostatically controlled environment. There are areas within the Prison that do not have heating and/or air conditioning. The incumbent will need to be able to work in an environment that may exceed 100+ degrees and 50-degree weather.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The Analyst I utilizes a computer, a printer, a telephone, vertical filing cabinets, copy machines, bookshelves, and the usual office supplies.

COMMENTS: Work hours are 8 a.m. to 4:30 p.m., Monday through Friday with one-half hour for lunch.

Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

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☒ CURRENT

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California State Prison, Sacramento	284-542-5393-XXX			1/H
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst II			
	WORKING TITLE			
Warden's Office/Community Resources	Analyst II- Rehabilitative Achievement Credit			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Represa, CA 95671			10/23/26	

CDCR'S MISSION, VISION, and COMMITMENT

Mission

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Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and 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.

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DIVISION OVERVIEW

The primary mission of the Community Resources Office at CSP-Sacramento is to provide rehabilitative opportunities to all Incarcerated Person housed within any facility in the form of self-help, religious, and community supported programs.

GENERAL STATEMENT

Under the direction of the Community Resources Manager (CRM), the Analyst II is responsible for independently performing a variety of sensitive analytical work related to Rehabilitation Achievement Credit (RAC) earning programs, Incarcerated Person Activity Groups (IAGs), Self-Help Programs, Innovative Grant Recipient (IGR) programs, Self-Help Sponsors, and Volunteers. Incumbent is responsible for the review and monitoring of reportable statistics and data collection related to these programs. Incumbent develops and analyzes IAG productivity, provides written reports; and assists in overall program improvement. The Analyst II will be responsible for monitoring the Self-Help funding allotments for program materials and supplies as well as Self-Help Sponsor positions.

% 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.

35%	Evaluates potential RAC programs criteria and process. Analyzes Rehabilitative Achievement Credit (RAC) reports and prepares reports regarding RAC, IGR, and IAG programs and services. Ensures attendance tracking, documentation, and analysis of legislatively mandated credits for RAC programs are conducted within specific time frames. Analyzes data to ensure successful completion dates are accounted in the calculation of the incarcerated person's earliest release date. Responsible for performing research, collecting data, and preparing summary reports of incarcerated person programs for the CRM, Warden, Assignment Lieutenant, and headquarters executive staff. Reviews, updates, and analyzes Computerized Statistics (COMPSTAT), Strategic Offender Management System (SOMS), and Incarcerated person Program Inventory databases in Share Point to track and evaluate program statistics to provide recommendations of program adjustments.
25%	Conducts independent assessments and evaluate programs on an ongoing basis to assess program outcomes, determines if volunteer increase/expansion is needed, and tracks space availability relative to program expansions. Assess RAC and IGR program success and provides recommendations based on findings. Ensure incarcerated persons are assigned to programs via established Excel wait list and establish dis-enrollment processes for incarcerated persons failing to attend RAC programming. Meet with IP's face-to-face concerning their RAC, Waitlist Placement, IAG's and Fundraising activities.
20%	Participates in meetings, develops training material, delivers training, conducts research, and responds to inquiries from staff and incarcerated persons. Conducts program evaluations and standards compliance reviews of the assigned programs. Responsible for the development of the CRM annual plan for review and submission by the CRM. Acts on behalf of the CRM as required, including representation at various meetings and conferences. Prepares and delivers presentations for public agencies and community organizations. Provides training to new CRM staff and SHS. Engage, organize, and facilitate events with our community advocates and resource providers annually for all yards.
15%	Analyzes costs associated with operating programs and provides presentations on the data. Closely monitors and evaluates Self-Help Program 27 funding expenditures and report findings to the CRM and management on a regular basis. Participate in meeting/work groups to develop, improve procedures, and revises and propose policy development to enhance program services. Reviews and audits volunteer application packets for completion prior to submission to CRM and hiring authority.
5%	Attends a combination of 40 hours per year of In-Service Training and On-the-Job Training. Perform administrative duties including, but not limited to adhering to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit time sheets by the due date.

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 through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
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EMPLOYEE'S NAME (Print)	**EMPLOYEE'S SIGNATURE**	**DATE**
SUPERVISOR'S STATEMENT: • *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION* • *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*		
SUPERVISOR'S NAME (Print)	**SUPERVISOR'S SIGNATURE**	**DATE**

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Four years of work experience performing analytical, technical, clerical, and/or customer service duties. Academic education from an accredited college/university may be substituted for the required experience on a year-for-year basis; and an additional year of professional analytical and/or technical experience equivalent to an Analyst I, Range C.

LANGUAGE SKILLS: Ability to spell correctly; use good English; prepare correspondence and memoranda independently utilizing a wide knowledge of vocabulary, grammar and spelling; follow oral and written directions; read and write English at a level required for successful job performance; and communicate effectively. Present ideas and information effectively both orally and in writing to employees, management, and other agencies.

MATHEMATICAL SKILLS: Ability to make mathematical computations of medium level of difficulty; ability to add, subtract, multiply, and divide all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY: Reason logically and creatively using a variety of analytical techniques to resolve complex problems. Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

OTHER SKILLS AND ABILITIES: Ability to work on several priority issues simultaneously, work independently, be flexible and exhibit tact. The ability to gain and maintain the confidence of those contacted during work; work under strict time constraints, negotiate with and instruct others, maintain regular attendance and be punctual.

OTHER QUALIFICATIONS: Knowledge of modern office methods, business English and correspondence; and principles of effective training; and to negotiate with and instruct others.

SPECIAL PERSONAL CHARACTERISTIC: A demonstrated interest in assuming increasing responsibility.

ADDITIONAL DESIRABLE QUALIFICATION: Have extensive knowledge and experience utilizing Excel, Outlook and Microsoft Office Suite.

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N/A: Activity or condition is not applicable

Standing: Frequently stands while speaking with other staff, Incarcerated Persons, conducting training and meetings.

Walking: Frequently walking to the three Prison Yards, other offices to attend meetings, the Warehouse, to use the copier, and to the storage area.

Sitting: Frequently at a desk or computer table. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Frequently lifts files, paperwork, and boxes weighing between a few ounces up to 25 pounds; frequently lifts 3" binders filled with completed documents. May lift or move chairs, tables, music equipment, bags with pamphlets, curricula, books, pens, flyer's, supplies for events. etc.

Carrying: Frequently paperwork, files, mail, boxes, bags filled with handouts, supplies for an event or the office for long and short distances.

Stooping/Bending/Kneeling/Crouching: Occasionally - stretches, stoops/bends, kneels, crouches when accessing forms or files on lower shelves or in filing cabinets. Bends at the waist and neck occurs on a frequent basis throughout the day as needed.

Reaching in Front of Body: Frequently utilizing a keyboard and reaching for items such as the telephone and files and operating the photocopier.

Reaching Overhead: Occasionally - reaches overhead to retrieve files, curricula, books, supplies from the top shelf of a file cabinet or shelf.

Climbing: Occasionally - climbs steps throughout the institution during inspections and regular work responsibilities.

Balancing: N/A

Pushing/Pulling: Frequently - must push/pull to open desk drawers, archive boxes containing, files, books, folders, art supplies, supplies, rolling cart, hand truck to move.

Fine Finger Dexterity: Constantly - will use fine-finger dexterity for writing, sorting paper, and using the computer keyboard.

Hand/Wrist Movement: Constantly - uses hands and wrists in the handling of documents and files, answering telephones, photocopying, viewing videos, retrieving computer data, and making handwritten notes.

Crawling: N/A

Driving: Occasionally drives a golf cart, box truck, car, or van on prison grounds. A car to meetings and seminars off-site.

Sight/Hearing/Speech: Adequate vision and hearing, as well as the ability to speak clearly, are required to effectively perform the essential job duties. Frequently uses hearing and speech interface with institutional staff, Incarcerated Persons, attorneys, volunteers, the public, and other governmental employees.

WORK ENVIRONMENT: The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Must be able to meet with, work around, and speak with Incarcerated Persons from lower custody and maximum-security levels.

Analyst II frequently works indoors in mostly a thermostatically controlled environment. There are areas within the Prison that do not have heating or air conditioning. The incumbent will need to be able to work in an environment that may exceed 100+ degrees and 50-degree weather.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The Analyst II utilizes a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, and the usual office supplies.

COMMENTS: Work hours are 8 a.m. to 4:30 p.m., Monday through Friday with one-half hour for lunch.

Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.