CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM		POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Richard J Donovan Correctional Facility		030-261-5157-806			1
DIVISION / UNIT		CLASSIFICATION TITLE			
		Analyst I			
		WORKING TITLE			
Business Services Division Personnel – Hiring and Recruitment		Hiring and Recruitment Analyst			
		TIME BASE / TENURE	CBID	WWG	COI
			R01	2	Yes ☐ No ☒
LOCATION	REVISION DATE	INCUMBENT		EFFECTIVE DATE	
480 Alta Road, San Diego, CA 92179	7/1/2026				

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

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

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

This specification describes a recruiting and developmental multi-range class used throughout state service to perform a broad range of interdisciplinary activities consisting primarily of analytical, consultative, and specialized evaluative tasks related to the administration of state programs such as providing program evaluation; development; budgeting; planning; training; management; and personnel analysis.

Under supervision, incumbents may audit, calculate, gather, tabulate, compile, reconcile, interpret, and analyze data and other materials; develop creative solutions, provide recommendations and develop procedures; plan, implement, monitor, forecast, and evaluate assignments, projects and program initiatives; conduct administrative compliance reviews and field evaluations; plan, implement, and conduct training; respond to public complaints and inquiries; coordinate with colleagues, coworkers, management, and/or other stakeholders to perform various tasks; plan and perform administrative analysis; review and analyze proposed legislation and advise management on the potential impact; conduct eligibility analysis, contract/grant administration, and case management activities; and other program analysis. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures.

GENERAL STATEMENT

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Supervisor I (IPO), this position is an entry first journey level analyst assisting in planning, developing, and coordinating specialized projects and assignments. Work at this level is to be completed with supervision and review. Act as back-up to the Return-to-Work Coordinator (RTWC), Classification and Pay Analyst (C&P), and Position Control Analyst (PCA). The Analyst I (Hiring & Recruitment Analyst) must have knowledge of the hiring and appointment process in accordance with California Department of Human Resources (Cal-HR) and the Department's hiring process. Some 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.
35%	Interpret and apply Cal-HR rules, policies, procedures, and hiring restrictions, and monitors the selection process. With the assistance of Office of Workforce Planning (OWP), develops screening criteria and pre-interview exercise for hiring candidates. May assist OWP with proctoring written examinations and/or administering Qualification Appraisal Panels.

25%	Review applicants' qualifications and eligibility for lateral transfers. Assist reviews and analyze data and information received relative to salary determinations, alternate ranges, and hiring above minimum requests. Responsible for reviewing employment documentation for the classification to ensure candidates possess legal requirements for appointment (i.e. credentials, licensing, certificates). Attend training and seminars as needed or required.
10%	Utilize the Exam and Cert Online System (ECOS) to create certification lists and contact letters, updates candidate's responses on the ECOS system, and clears appointments. Oversee Live Scans for new hires to ensure the process meets the Live Scan requirements.
10%	Process Post and Bid forms for Bargaining Unit (BU) 12 & 13 for the institution and review applications received due to this process.
05%	Assist in maintaining staffing statistics for the institution. Assist in preparing and submitting bi-weekly vacancy reports. Assist in prioritizing the examination needs based on the findings and assist in developing an annual examination plan. Works closely with OWP to ensure all of the testing needs are met.
05%	Oversee and instruct the clerical staff in the Personnel Office on routine clerical support functions, such as preparing and distributing bulletins received from OWP.
05%	Assist in planning and conducting job fairs and trade shows within the surrounding communities and local colleges and explaining the civil service exam and interview process. In conjunction with the IPO, assist in presentations at various organizations, local events and schools. OWP provides brochures and handouts for recruitment efforts.
05%	Perform other related duties as needed.

SPECIAL REQUIREMENTS

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

CONSEQUENCE OF ERROR

- Consequences of error may result in 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

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		Analyst II			
		WORKING TITLE			
Business Services Division Personnel Department – Hiring and Recruitment Office		Hiring & Recruitment Analyst			
		TIME BASE / TENURE	CBID	WWG	COI
			R01	2	Yes ☐ No ☒
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DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Incumbents are assigned to work on a broad range of governmental and managerial problems that may be interdisciplinary in nature. Incumbents may be assigned to work as field representatives in complex and controversial intergovernmental negotiations. Incumbents conduct and/or review analytical studies and surveys; formulate procedures, policies, and program alternatives; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation and advise management on the impact or potential impact; may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects; represent the State or a given department as assigned; and perform other related duties.

GENERAL STATEMENT

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Supervisor I (IPO), this position is the full journey level analyst responsible for independent planning, developing, and coordinating specialized projects and assignments. Act as a back-up to the Return-to-Work Coordinator (RTWC), Classification and Pay Analyst (C&P), and Position Control Analyst (PCA). The Analyst II must have a thorough knowledge of the hiring and appointment process in accordance with California Department of Human Resources (Cal-HR) and the Department's hiring process. Some 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.
35%	Interpret and apply Cal-HR rules, policies, procedures, and hiring restrictions. With the assistance of Office of Workforce Planning (OWP), develop screening criteria and pre-interview exercises for hiring candidates. Develop and maintain scoring matrix to ensure interviews meet the merit selection principles and monitor the selection process. Responsible for reviewing employment documentation for the classification to ensure candidates possess legal requirements for appointments (i.e. credentials, licensing, certificates, transcripts). When necessary, assist OWP with proctoring written examinations and/or administering Qualification Appraisal Panels.

25%	Attend meetings and give assistance when needed in the absence of the IPO. Attend training and seminars as needed or required.
10%	Utilize the Exam and Cert Online System (ECOS) to create certification lists and contact letters, update candidate's responses on the ECOS system, and clear appointments.
10%	Process Post & Bid forms for Bargaining Units (BU) 12 & 13 for the institution and review applications received due to this process.
05%	Plan and conduct job fairs and trade shows within the surrounding communities and local colleges explaining the civil service exam and interview process. In conjunction with the IPO, make presentations at various organizations, local events, and schools. OWP will provide brochures and handouts for recruitment efforts.
05%	Prepare staffing statistics for the institution. Prioritize the examination needs based on the findings and develop an annual examination plan in consultation with the IPO. Work closely with OWP to ensure all testing needs are met.
05%	Act as a lead in special projects, responsible for training new staff, and monitoring the completion of projects. Assists and submits bi-weekly vacancy reports. Act as back-up when needed in the absence of IPO.
05%	Perform other related duties as needed.

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