CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CDCR/ DRP/ CAL	065-113-5393- 827			1
DIVISION / UNIT	CLASSIFICATION TITLE			
Division of Rehabilitative Programs **Office of Program Operations** **In- Prison Programs**	ANALYST II			
	WORKING TITLE			
	ANALYST II			
	TIME BASE / TENURE	CBID	WWG	COI
	PERM/FT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
7018 Blair Rd., Calipatria CA 92233-5001				

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 Division of Rehabilitative Programs (DRP) provides rehabilitative programs including academic and career and technical education for incarcerated persons. DRP's Office of Program Operations provides comprehensive pre-release rehabilitative programs and services for incarcerated individuals and comprehensive post-release rehabilitative programs and services to supervised persons to facilitate the successful reintegration of the individuals served back to their communities with the skills to thrive.

GENERAL STATEMENT

Under the direction of the Correctional Counselor III (CC III), the Analyst II performs a wide variety of professional and more complex assignments, as well as analytical duties related to In-Prison programs. This includes being responsible for research, collecting data, and preparing summary and statistical reports, program evaluation, and continually providing consultative services to management

within the Division of Rehabilitative Programs (DRP). The incumbent also tracks and researches assignments within the Integrated Substance Use Disorder Treatment (ISUDT) program, collects data, summarizes the data, tracks program assignment waitlist, and acts as a liaison between HQ and other stakeholders. The incumbent is expected to work collaboratively, as well as independently; demonstrate strong written and verbal communication skills and be able to communicate effectively with stakeholders at all levels. The incumbent is expected to have the ability to act as project lead, prepare work plans, write reports, and create presentations. The incumbent is expected to have a strong working knowledge of Adobe software and Microsoft Office (with an emphasis in Excel). Specific duties include but are not limited to:

Up to 5% 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.
30%	Independently acts as a liaison between HQ and field DRP CCIIIs and DRP Contract staff in performing, preparing and analyzing reports and data from various sources including, but not limited to, the Automated Rehabilitative Management System (ARMS), Strategic Offender Management System (SOMS), reports provided by DRP HQ and/or local administration, etc. to assist with ensuring the efficiency and success of the DRP programs. Analyze, interpret and monitor local data, reports and information related to the programs to ensure compliance set forth by DRP to the contract providers. Assist the HQ In-Prison DRP CCIII and DRP Staff in preparing, analyzing and tracking monthly and annual Rehabilitative Program Reports for review and submission to DRP HQ and local administration. Assist the HQ In-Prison DRP CCIII and DRP Staff in more complex analytical assignments, reviewing and analyzing audit reports and finding. Prepare written recommendations and corrective action plans to address any and all concerns and/or deficiencies.
20%	Review and maintain a detailed program inventory profile to track programs, available space, contract staff assigned to the specific programs, etc. Assist the HQ In-Prison DRP CCIII and DRP Staff in preparing and analyzing reports related to the outcome of the data compiled. Assist the HQ In-Prison DRP CCIII in conducting assessments of the programs on an ongoing basis to assess efficiency of the DRP programs, program outcomes, expansions of the programs, milestones related to the programs and the overall success of the DRP programs.
20%	Assist the HQ In-Prison DRP CCIII and DRP Staff in following procedures and providing guidance for tracking attendance, participation and completion of the programs and milestones attributed to programming. Assist the HQ In-Prison DRP CCIII and DRP Staff in preparing and evaluating a variety of reports relative to the programs to provide internal and external stakeholders.
15%	Acts as the liaison with all stakeholders and respond to requests for data from the DRP In-Prison program staff, contract staff, HQ staff, CCHCS, DAI, local institution staff or any other stakeholders for all matters relating to DRP programs. Provide administrative support, participate in meetings, steering committees, workgroups and presentations for the development and enhancement of programs as directed by the HQ In-Prison DRP CCIII.
10%	Assist the HQ In-Prison DRP CCIII in training staff while also tracking and maintaining a record of training to ensure training requirements are met. Liaison with DRP training unit to provide updated information and identify staff requiring training. Assist the HQ In-Prison DRP CCIII and DRP Staff in preparing for periodic program evaluations and standards compliance reviews of the programs. Assist HQ In-Prison DRP CCIII with tracking of other DRP programs as needed. Perform other job-related duties as required.
5%	Performs administrative duties including, but not limited to adhering to departmental policies, rules and procedures. Submits administrative requests, including leave, travel, and training in a timely and appropriate manner. Accurately reports and submits timesheets by the due date. Participates in DRP/CDCR trainings and meetings. Receives approval and coordinates occasional business-related travel. Provides back-up coverage when other unit employees are out of the office and to cover for vacancies. Performs other duties, as required.

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.
- Provides excellent customer service to both internal and external customers. Interacts in a professional manner with integrity and respect. Delivers effective communication and collaboration.

SPECIAL REQUIREMENTS

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

CONSEQUENCE OF ERROR

- Consequences may result in programming delays and misuse of departmental resources. Such delays can result in decreased Milestone Completion Credits, Educational Merit Credits, or other Achievement Credits that will delay the release/parole of our incarcerated population.

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CDCR/ DRP/ CAL	065-113-5157-827			1
DIVISION / UNIT	CLASSIFICATION TITLE			
Division of Rehabilitative Programs **Office of Program Operations** **In-Prison Programs**	ANALYST I			
	WORKING TITLE			
	ANALYST I			
	TIME BASE / TENURE	CBID	WWG	COI
	PERM/FT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
7018 Blair Rd., Calipatria CA 92233-5001				

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 Division of Rehabilitative Programs (DRP) provides rehabilitative programs including academic and career and technical education for incarcerated persons. DRP's Office of Program Operations provides comprehensive pre-release rehabilitative programs and services for incarcerated individuals and comprehensive post-release rehabilitative programs and services to supervised persons to facilitate the successful reintegration of the individuals served back to their communities with the skills to thrive.

GENERAL STATEMENT

Under the supervision of the Correctional Counselor III (CC III), the Analyst I performs a wide variety of professional and less complex assignments, as well as analytical duties related to In-Prison programs. This includes being responsible for research, collecting data, and preparing summary and statistical reports, program evaluation, and continually providing consultative services to management

within the Division of Rehabilitative Programs (DRP). The incumbent also tracks and researches assignments within the Integrated Substance Use Disorder Treatment (ISUDT) program, collects data, summarizes the data, tracks program assignment waitlist, and acts as a liaison between HQ and other stakeholders. The incumbent is expected to work collaboratively, as well as independently; demonstrate strong written and verbal communication skills and be able to communicate effectively with stakeholders at all levels. The incumbent is expected to have the ability to act as project lead, prepare work plans, write reports, and create presentations. The incumbent is expected to have a strong working knowledge of Adobe software and Microsoft Office (with an emphasis in Excel). Specific duties include but are not limited to:

Up to 5% 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.
30%	While supervised, acts as a liaison between HQ and field DRP CCIIIs and DRP Contract staff in performing, preparing and analyzing reports and data from various sources including, but not limited to, the Automated Rehabilitative Management System (ARMS), Strategic Offender Management System (SOMS), reports provided by DRP HQ and/or local administration, etc. to assist with ensuring the efficiency and success of the DRP programs. Analyze, interpret and monitor local data, reports and information related to the programs to ensure compliance set forth by DRP to the contract providers. Assist the HQ In-Prison DRP CCIII and DRP Staff in preparing, analyzing and tracking monthly and annual Rehabilitative Program Reports for review and submission to DRP HQ and local administration. Assist the HQ In-Prison DRP CCIII and DRP Staff in less complex analytical assignments, reviewing and analyzing audit reports and finding. Prepare written recommendations and corrective action plans to address any and all concerns and/or deficiencies.
20%	Under supervision, review and maintain a detailed program inventory profile to track programs, available space, contract staff assigned to the specific programs, etc. Assist the HQ In-Prison DRP CCIII and DRP Staff in preparing and analyzing reports related to the outcome of the data compiled. Assist the HQ In-Prison DRP CCIII in conducting assessments of the programs on an ongoing basis to assess efficiency of the DRP programs, program outcomes, expansions of the programs, milestones related to the programs and the overall success of the DRP programs.
20%	Assist the HQ In-Prison DRP CCIII and DRP Staff in following procedures and providing guidance for tracking attendance, participation and completion of the programs and milestones attributed to programming. Assist the HQ In-Prison DRP CCIII and DRP Staff in preparing and evaluating a variety of reports relative to the programs to provide internal and external stakeholders.
15%	Under guidance, acts as the liaison with all stakeholders and respond to requests for data from the DRP In-Prison program staff, contract staff, HQ staff, CCHCS, DAI, local institution staff or any other stakeholders for all matters relating to DRP programs. Provide administrative support, participate in meetings, steering committees, workgroups and presentations for the development and enhancement of programs as directed by the HQ In-Prison DRP CCIII.
10%	Assist the HQ In-Prison DRP CCIII in training staff while also tracking and maintaining a record of training to ensure training requirements are met. Liaison with DRP training unit to provide updated information and identify staff requiring training. Assist the HQ In-Prison DRP CCIII and DRP Staff in preparing for periodic program evaluations and standards compliance reviews of the programs. Assist HQ In-Prison DRP CCIII with tracking of other DRP programs as needed. Perform other job-related duties as required.
5%	Performs administrative duties including, but not limited to adhering to departmental policies, rules and procedures. Submits administrative requests, including leave, travel, and training in a timely and appropriate manner. Accurately reports and submits timesheets by the due date. Participates in DRP/CDCR trainings and meetings. Receives approval and coordinates occasional business-related travel. Provides back-up coverage when other unit employees are out of the office and to cover for vacancies. Performs other duties, as required.

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.
- Provides excellent customer service to both internal and external customers. Interacts in a professional manner with integrity and respect. Delivers effective communication and collaboration.

SPECIAL REQUIREMENTS

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

CONSEQUENCE OF ERROR

- Consequences may result in programming delays and misuse of departmental resources. Such delays can result in decreased Milestone Completion Credits, Educational Merit Credits, or other Achievement Credits that will delay the release/parole of our incarcerated population.

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