CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

☐ PROPOSED

POSITION DUTY STATEMENT - General

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Office of Business Services	065-583-5157-XXX			1
DIVISION / UNIT	CLASSIFICATION TITLE			
Division of Administrative Services Office of Business Services Business Management and Procurement Branch Fleet Management and Acquisitions Section Fleet Data and Telematics Unit	Analyst I			
	WORKING TITLE			
	Analyst I			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/FT	R01	2	Yes ☒ No ☐
LOCATION	INCUMBENT			EFFECTIVE DATE
Sacramento				October 2026

CDCR'S MISSION and VISION

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 STATEMENT

California Department of Corrections and Rehabilitation (CDCR) and the 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.

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 Administrative Services (DAS) is responsible for statewide support service functions within the Department. This includes Office of Fiscal Services, Office of Business Services, Human Resources, Office of Employee Wellness, and the Regulations and Policy Management Branch. This includes establishing departmental policies, procedures, and processes to manage the administrative operations of the Department, formulates departmental rules and regulations, confers with executives from other areas in the delivery of departmental administrative support programs.

GENERAL STATEMENT

The Office of Business Services (OBS) provides overall administration of the California Department of Corrections and Rehabilitation (CDCR) non-information technology (non-IT) contract and procurement activities, property and records management programs, fleet management, headquarters' (HQ) mail center, material master data (MMD), and correspondence control operations, Small Business (SB), Microbusiness (MB) and Disabled Veterans Business Enterprise (DVBE) activities. OBS ensures that departmental agreements are executed in compliance with State laws and regulations. OBS is comprised of the

Business Management and Procurement Branch (BMPB) and the Contracts Management Branch (CMB). Pursuant to Public Contract Code (PCC) § 10351, the OBS Deputy Director serves as the CDCR Procurement and Contracts Officer (PCO) on behalf of the Agency Secretary.

Under general supervision of the Supervisor I (Sup I), Fleet Data and Telematics Unit (FDTU), the incumbent is responsible for the less complex analytical functions. The incumbent serves as a liaison in support of the use and monitoring of the installation, activation, and maintenance of telematics devices and the telematics system on all non-exempt California Department of Corrections and Rehabilitation (CDCR) owned and leased vehicle assets. The incumbent will perform duties of a moderate degree of responsibility, requiring some independent action and providing consultative services to section, branch, and division management pertaining to fleet reporting and analytics. This position serves as a telematics and data analytics liaison and works in cooperation with the Department of General Services (DGS), telematics vendor(s) and CDCR field and headquarters staff in support of the Fleet Data & Telematics Unit (FDTU). Duties include but are not limited to:

% 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.
25%	Act as a telematics liaison for assigned programs between CDCR staff, vendors, and DGS. Oversee the initial installation efforts of telematics devices; coordination of post implementation to manage device removals for auctioned assets statewide; coordinate telematics database portal access for new employees and cancelations for departing employees, establish and maintain business rules and processes for system users and assigned Program liaisons. Coordinate the purchase and inventory tracking for telematics devices for the CDCR owned and leased fleet; respond to reports troubleshooting needs in regard to telematics devices or transmittal issues. Assist in receiving, analyzing and relaying requests from hiring authorities concerning telematics department-level rules violations, assisting in telematics account management and system monitoring.
25%	Under close supervision, assist in maintaining the Department's computerized online fleet management information system within BIS-Systems, Applications, and Products (SAP). The SAP provides information on approximately 8,800 total owned vehicles and mobile equipment. Responsible for generating and uploading monthly DGS reports to FAMS including usage reports, inventory, and fuel usage reporting. Runs monthly fleet score report for submission to the Fleet Management Unit (FMU) for program audits and outreach. Assist with other SAP assignments as needed.
15%	Assist senior analysts in the collection and auditing of department fleet data for presentation to CDCR management to ensure complete mandated annual fleet reports, ad-hoc data requests and the improvement of data integrity, transparency, and program operational efficiency in order to provide consultative advice to CDCR management on the feasibility and potential impact of a variety of program operations, projects, policy proposals, and department wide fleet initiatives.
15%	Act as a liaison between CDCR staff, BIS, and vendor. Provide field support concerning inquiries/notifications and provides problem solving for CDCR staff regarding telematics and fleet data reporting in both applications.
10%	Provide customer and program support via the FDTU established help desk. Assist CDCR staff in general inquiries as it relates to telematics and data support and routes all complex inquiries and issues to senior analyst or management if applicable.
5%	Participate in special projects regarding resolving issues, re-engineering processes, strategic planning and organizational needs and maintaining effective operation/customer service for the unit as requested by management.
5%	Perform administrative duties including, but not limited to: 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 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.
- 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 individuals, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Errors can lead to time loss and significant delays in program production. These delays can result in inefficient use or misdirection of department resources resulting in the inability to meet fleet reporting needs, and hinder time-sensitive, operational decisions driven by fleet data analytics.

WORK ENVIRONMENT

The position is located indoors, in an office space. Indoor ventilation provided by heating/air conditioning system and ductwork.

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.*

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Under general supervision of the Supervisor I (Sup I), Fleet Data and Telematics Unit (FDTU), the incumbent is responsible for the more complex analytical functions. The incumbent serves as a liaison in support of the use and monitoring of the installation, activation, and maintenance of telematics devices and the telematics system on all non-exempt California Department of Corrections and Rehabilitation (CDCR) owned and leased vehicle assets. In addition, the incumbent is responsible for independently developing and utilizing research methodology and techniques in various data analysis and reporting needs utilizing the Department's fleet management information system, System Applications and Products (SAP), Geotab Telematics System, Microsoft Office Suite, as well as the Fleet Asset Management System (FAMS) database utilized by the control agency, and other various data sources and processing software. The incumbent will perform duties of a high degree of responsibility, requiring independent action and providing consultative staff services to section, branch, and division management. This position serves as a telematics and data analytics expert and works in cooperation with the Department of General Services (DGS), telematics vendor(s) and CDCR field and headquarters staff in support of the Fleet Data & Telematics Unit (FDTU). The incumbent performs more complex duties including but not limited to:

% 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.
25%	Act as a telematics liaison between CDCR staff, vendors, and DGS. Oversee the coordination and installation of telematics devices; coordination of post system implementation to manage device removals for auctioned assets statewide; perform training to CDCR staff of the use of the telematics system, coordinate telematics system portal access for CDCR staff, establish and maintain business rules and processes for system users and assigned Program liaisons. Coordinate the purchase and inventory tracking for telematics devices on CDCR non-exempt fleet assets; respond to reports of system troubleshooting needs, or data transmittal issues. Receive, analyze, and address requests from hiring authorities concerning department level rules violations and address requests from CDCR staff regarding custom reporting needs, telematics account management, and system monitoring. Coordinate implementation with internal stakeholders to interface the telematics system with CDCR's system of record, SAP. Work with vendor to develop custom reporting based on program requests utilizing telematics.
25%	Maintain the Department's computerized online fleet management information system within Business Information Systems (BIS), System Applications and Products (SAP). The SAP provides information on approximately 8,800 total owned vehicles and mobile equipment. Responsible for analyzing, correcting, and compiling more complex annual DGS reports for submission to the Fleet Management Unit (FMU) for compliance review and submission to DGS. Run replacement tool and other requested FMU reports to assist in fleet acquisition development.
15%	With minimal direction, presents department fleet data to CDCR management by independently gathering, verifying, compiling, and performing quantitative and qualitative research and statistical analysis of structured and unstructured data, and developing and performing innovative data research analytics, methodologies, and techniques. Develop and maintain applicable processes and procedures for fleet data reporting, as well as ensuring compliance with mandated annual fleet report needs from Agency, and DGS. Address ad-hoc data requests and continually address data integrity improvement needs and assist CDCR programs in identifying operational efficiencies from applicable fleet data in order to provide consultative advice to CDCR management on the feasibility and potential impact of a variety of program operations, projects, policy proposals, and department wide fleet initiatives.
15%	Act as a subject matter expert (SME) concerning telematics system, and SAP applications and act as a liaison between CDCR staff, BIS, and vendor. Providing staff training on program functionalities, data access authority, and reporting capabilities. Responsible for developing and maintaining unit policies, processes, procedures, and user guides. Provide field support concerning inquiries/notifications and provides problem solving for CDCR staff regarding telematics and fleet data reporting in both applications.

5%	Review legislation and various control agency directives regarding impact on CDCR telematics and fleet data policies and procedures and submit any recommendations for changes to management for consideration.
5%	Participate in special projects regarding resolving issues, re-engineering processes, strategic planning and organizational needs and maintaining effective operation/customer service for the unit as requested by management.
5%	Create audit templates and tools to assist FMU in program fleet compliance. Develop enhancements to fleet data and telematics templates and other application enhancements as required.
5%	Perform administrative duties including, but not limited to: 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 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.
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