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
Calipatria State Prison	178-261-4800-001			1/CalHR F
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst III			
	WORKING TITLE			
Division of Adult Institutions / Administration	Analyst III – Disciplinary Officer			
	TIME BASE / TENURE	CBID	WWG	COI
	PFT	S01	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
7018 Blair Road, Calipatria, Ca. 92233 (Imperial County)				

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

Strive to enhance the safety and wellness of our staff, community and incarcerated persons for which we are responsible, while providing quality health care and meaningful rehabilitation.

GENERAL STATEMENT

Under the direction of the Warden, the Analyst III (Specialist) is responsible for providing guidance and expertise to management and supervisors in areas involving employee performance and administration of the department's disciplinary process.

% 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%	Consults with and advises management and supervisors regarding employee work performance and discipline issues which include the preparation of formal adverse action packages and rejections on probation.
20%	Participates in the settlement agreement process by being responsible for negotiating, writing and obtaining approvals for Stipulated Agreements. Represents the department at State Personnel Board (SPB) appeal hearings, including presentation of the case, witness preparation, cross examination, etc; in cooperation with Legal Affairs Division staff, prepares written oral arguments and briefs on appeals to the SPB; interviews witnesses; assembles evidence.
15%	Reviews and advises management on request for Administrative Time Off; obtains required approvals, prepares required memos/notices, and acts as liaison to headquarters.
10%	Researches, analyzes, and advises management on institutional policy, i.e., interprets and advises of the proper application of Government codes, California Code of Regulations, Department Operations Manual, etc.
10%	Responds to requests for information from the Attorney General, etc; prepares or assists with the preparation of other written legal documents as needed (i.e. Writ of Mandate hearings, legal advocate briefs, etc).
5%	Develops and provides management/supervisory staff training on employee disciplinary matters. Participates in special work groups 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 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 prison inmates, visitors, nonemployees and employees shall be made aware of this.
- 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.
- EDUCATION and/or EXPERIENCE: One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.
- (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.) Or Experience: Three years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience beyond the trainee level which shall have included the preparation of reports and the presentation of recommendations to management, at least one year of which must have been in a full journeyperson technical capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) and Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)
- LANGUAGE SKILLS: Ability to speak and write effectively. Ability to consult and advise administrators or other interested parties to provide information and/or recommendations on issues impacting the Department. Ability to communicate effectively to exchange information and/or provide direction to staff and others.

- MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute ratio, and percent and to draw and interpret bar graphs.
- REASONING ABILITY: Ability to reason logically, creatively and use a variety of analytical techniques and resources to complete work assignments and resolve complex governmental and managerial problems in accordance with departmental goals and objectives. Ability to thoroughly analyze data and situations accurately to determine, recommend and implement effective and appropriate courses of action.
- OTHER SKILLS AND ABILITIES: Ability to establish and maintain effective and cooperative relationships with employees, the public and collaborative business organizations to meet the Department's goals and objectives. Ability to establish and maintain project priorities to complete projects and assignments on time. Ability to operate a personal computer to perform daily duties.
- SPECIAL PERSONAL CHARACTERISTICS: Neat personal appearance; adaptability; emotional maturity and stability; tact; act independently; patience; flexibility and willingness to work irregular hours if needed.
- WORK ENVIRONMENT: The work environment 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. The employee works indoors in a thermostatically controlled environment. The floors for performance of all duties are linoleum.
- MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The employee utilizes a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, hole punch, paper cutter, and the usual office supplies.
- COMMENTS: The Staff Services Manager I, as an excluded employee, works a varied schedule, Monday through Friday to accomplish duties. 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.
- Sexual Harassment Policy: Sexual Harassment is illegal. All staff is required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.
- Code of Conduct: As an employee of the California Department of Corrections and Rehabilitation, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.
- Incompatible Activities: Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials, or time.

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