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
California Health Care Facility (CHCF)	190-542-5157-xxx			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst I			
	WORKING TITLE			
Division of Adult Institutions Community Resources	Rehabilitative Achievement Credit (RAC) Analyst			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Stockton, CA				

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

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.

GENERAL STATEMENT

Under the direction of the Community Resources Manager (CRM), the Analyst I performs more varied complex analytical work related to data collection in support of the Rehabilitative Achievement Credit (RAC) earning programs, Milestone Completion Credit (MCC) earning programs, Incarcerated Person Leisure Time Activity Groups (ILTAGs), Self-Help Programs, Innovative Grant Recipient (IGR) programs, Self-Help Sponsors, and Volunteers. The Analyst I prepares 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%	Performs research, collects data, and prepares summary statistical data for the CRM, CDCR, legislative review, and other reporting purposes. Analyzes and reports program performance based on COMPSTAT and Program Inventory data. Submits accurate data to produce a variety of management reports to meet programmatic needs. Provides procedures and guidance for tracking attendance for RAC, MCC, IGR, Self-Help, and ILTAG programs. Evaluates reports for incarcerated person programs, Warden, Incarcerated Persons Assignment Lieutenant, and headquarters executive staff.
35%	Independently reviews the program inventory program profile of self-help and volunteer programs. Provides a clear description of the programs currently operating at the institution. Conducts 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 finding documents. Assists with memorandums and special event packages on behalf of the CRM.
15%	Independently provides administrative support, participates in meetings, workgroups, and makes presentations to develop and improve procedures and policy development to enhance program services. Under direction, implements the development of the CRM annual plan. Develops training materials and assist CRM with training staff. Oversees the tracking procedure of volunteers and training requirements in the statewide Gate Clearance Tracking System (GCTS)Independently coordinates with the Volunteer Advisory Committee (VAC) and Citizens Advisory Committee (CAC) to further expand the institutions presence in the community and increase volunteer support. Schedules Self-Help Sponsors, monitors expenditures for self-help sponsors and self-help materials and supplies. Independently coordinates fundraisers for the incarcerated population.
15%	Conducts periodic program evaluations, standards compliance reviews of the assigned programs, and tracks program space. Responds to incarcerated people, community, and volunteer inquiries. 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 incarcerated people, 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.*		
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