**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

[X] PROPOSED

[ ] CURRENT

| CDCR INSTITUTION OR HEADQUARTERS PROGRAM | POSITION NUMBER | | | MCR / HCR |
|---|---|---|---|---|
| Office of Legal Affairs | 065-400-5393-801 | | | 1 |
| DIVISION / UNIT | CLASSIFICATION TITLE | | | |
| | Analyst II | | | |
| | WORKING TITLE | | | |
| Employment Advocacy & Prosecution Team Management Team | Special Assistant | | | |
| | TIME BASE / TENURE | CBID | WWG | COI |
| | FT/Perm | R01 | 2 | Yes ☐ No ☒ |
| LOCATION | INCUMBENT | | EFFECTIVE DATE | |
| 10111 Old Placerville Road | | | 11/01/2026 | |

**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**

Under general direction of the Chief Deputy General Counsel (CDGC), Employment Advocacy and Prosecution Team (EAPT) for the Office of Legal Affairs (OLA), the Administrative Assistant is primarily responsible for providing independent analytical and administrative services for OLA Executive Management and carrying out a variety of critical and time sensitive projects.

**GENERAL STATEMENT**

The incumbent is required to acquire a working knowledge of department activities, policies, procedures, and projects and assignments in progress and stay appraised of related changes. The incumbent must exercise initiative and use sound judgement to successfully complete assignments, manage workflow, adjust to changing priorities, and meet strict deadlines. The incumbent must be comfortable with managing interruptions and reprioritizing tasks under pressure.

| % 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% | Reviews and analyzes documents and correspondence prepared by OLA staff for completeness, accuracy, composition, and adherence to the Department Secretarial Handbook and the California Style Manual prior to submission to the EAPT CDGC, the Assistant Chief Deputy General Counsel's (ACDGC), or the General Counsel; reduces the workload of the EAPT CDGC and ACDGCs by addressing questions or concerns, personally handling them whenever possible or referring them to the appropriate staff. Monitors and coordinates training for EAPT Attorneys by scheduling trainings, gathering and collecting training materials, tracking staff attendance, and reporting completed training and program metrics to the department Training Coordinators. |
| 25% | Independently manages and coordinates daily calendars for the EAPT CDGC and ACDGCs. Conducts analytical research, evaluates program data, and consolidates critical information to develop comprehensive briefing papers, reference materials, and administrative summaries; proactively identifies, retrieves, and organizes essential documentation and legal files to provide support for executive leadership ahead of scheduled meetings, hearings, and conferences. Plans, organizes, and coordinates meetings and conferences for the CDGC, ACDGCs, Assistant Chief Counsels (ACC), Attorneys, and other staff. Prepares, copies, and distributes agendas and handouts for meetings. Ensures video conference and teleconference equipment is working and set up for meetings. |
| 20% | Prepares documents and reports for complex legal analyses and correspondence for submittal to CDCR Executive Office and the Governor's Office; performs research on a variety of legal issues; creates spreadsheets to track legal issues, litigation, legislation, trainings and documents which affect the department; tracks all correspondence and assignments assigned to the EAPT CDGC and ACDGC. |
| 20% | Independently researches, analyzes, and compiles data and material on critical legal and administrative matters from various sources; performs complex and technical analysis and reports back to OLA Executive Management verbally or in writing with findings and recommendations; utilizes established systems to manage the flow of information and statistics relating to such assignments; drafts response memos and letters for signature by the EAPT CDGC, the ACDGCs, or the General Counsel by analyzing correspondence, conducting research, and gathering information. |
| 5% | Triage and screen external inquiries to determine if the inquiries should be routed to the CDGC and/ or ACDGCs or to other internal or external stakeholders. Arrange travel for the CDGC and ACDGCs. Performs other duties as assigned. |

**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 or ability to properly represent the Department in civil litigation. 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 |
|---|---|---|
| | | |

California Department of Corrections
Office of Legal Affairs

**ANALYST I AND ANALYST II**
**ESSENTIAL FUNCTIONS**

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**THE ESSENTIAL FUNCTIONS OF THIS POSITION INCLUDE THE FOLLOWING:**

To perform this job successfully, an individual must be able to demonstrate a high degree of initiative, professionalism, tact, and confidentiality.

- Occasional travel required to Department work locations locally or statewide as necessary.

- Knowledge of principles, practices, and trends of public and business administration and management and supportive staff services such as budgeting, personnel, and management analysis, government functions, and organization and methods and techniques of effective leadership.

- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems, develop and evaluate alternatives, analyze data and present ideas and information effectively both orally and in writing. Ability to consult with and advise administrators or other interested parties on a wide variety of subject-matter areas. Ability to gain and maintain the confidence and cooperation of those contacted during the course of work. Ability to coordinate the work of others, act as a team or conference leader and appear before legislative and other committees.

- Ability to take technical and legal information and present it to layman clearly and logically. Incumbent must be able to write documents in English and at a high school level, and must be able to speak English clearly and effectively in a large group setting.

- Ability to evaluate situations accurately and take effective action, compile clear and comprehensive reports, deal tactfully with a wide range of inquiries and apply specific laws, rules and office policies and procedures.

- Knowledge of computer, basic office equipment, hand-held computing devices, and scanning/copier equipment.

- Demonstrated ability to act independently, maintain open-mindedness and flexibility, tactfully make sound business decisions and willingness to assume leadership during the Supervisor I absence. Ability to communicate technical legal information to various Department staff clearly and concisely.

- Ability to learn rapidly, follow directions, communicate effectively with other staff and those contacted in the workplace. Ability to exhibit professional work habits such as punctuality, skill, neatness, and dependability. Ability to make satisfactory progress in a prescribed training program. Ability to interpret written material, edit written material, write effectively, and analyze written and numerical data accurately.

- All of the essential functions of the Analyst I and Analyst II require reaching, grasping, the repetitive motion of keyboarding, sitting/standing for lengthy periods of time and near acuity viewing ability.

California Department of Corrections
Office of Legal Affairs

**ANALYST I AND ANALYST II**
**ESSENTIAL FUNCTIONS**

- Ability to work from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Supervisor's Statement: I have discussed the duties of the position with the employee.

| **EMPLOYEE** | | **SUPERVISOR** | |
|---|---|---|---|
| Print Name | | Print Name | |
| Signature | Date | Signature | Date |