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
Administrative Services	065-571-5157-XXX			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst I			
	WORKING TITLE			
Human Resources Executive Appointments & Examination Services Examination Services Unit	Examination and Selection Analyst			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Sacramento, 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

The mission of Human Resources is to provide a positive employee experience through the delivery of excellent customer service. Our goal is to have a trusted human resources management program that is service-oriented and policy compliant to: recruit and retain top talent, provide meaningful wellness programs, empower professional development, create innovative solutions to deliver a diversified high performing workforce.

GENERAL STATEMENT

Under direction of a Supervisor I, the Analyst I is responsible for administering critical California Department of Corrections and Rehabilitation's (CDCR) examinations, providing timely and appropriate personnel management consultation and technical assistance to departmental management and staff and ensuring decisions and actions on employee selection are consistent with laws, policies, and standards governing the State civil service merit system and meet management needs.

% 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%	Plans and develops the less complex examinations, in collaboration with subject matter experts, ensuring job-relatedness, adherence to merit system principles, and appropriate selection techniques are utilized. As the Selection Analyst expert, plans, develops or revises training to ensure consistency of examination administration. Reviews applications and interprets the minimum qualifications. Facilitates entry of examination results and ensures certification of individuals. Oversees the administration of the entire examination process to ensure it adheres to the California Department of Human Resources (CalHR) laws, rules, and established guidelines governing selection.
25%	With guidance from management, provides consultation and guidance to Hiring and Recruitment Analysts, departmental program managers and staff on selection issues, including out-of-class verification, temporary authorization, appropriate lists, and transfer of list eligibility. Interprets civil service laws, rules, regulations, and departmental policies and procedures. Serves as a liaison to program and institutional personnel staff. Coordinates the review of credentials and required documentation to ensure candidates possess the legal requirements for appointment.
20%	With guidance from management, schedules, prepares, and conducts the more complex job analyses/validation studies for classifications utilized by CDCR in accordance with CalHR and Federal Uniform Guidelines on Employee Selection Process and applicable legal requirements to determine the primary tasks and the knowledge, skills, abilities, and other characteristics of the position.
10%	Researches and drafts the less complex appeal analyses, memorandum, and selection-related projects. Develops new or revises current selection procedures. Assists with planning and developing CDCR's annual examination plan.
5%	Travels, which will include, but not limited to: serves as a proctor for written tests; and assists with providing training. Assists with recruitment efforts for examinations; attends recruitment/hiring workshops, various job/career fairs, community events, etc. Consults with colleges, universities, trade schools, unions, education organizations, etc. regarding CDCR job classification requirements and examination processes; and performs other related duties.
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 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.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

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DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst II			
	WORKING TITLE			
Human Resources Executive Appointments & Examination Services Examination Services Unit	Examination and Selection Analyst			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R01	2	Yes ☐ No ☒
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25%	Provides consultation and guidance to Hiring and Recruitment Analysts, departmental program managers and staff on selection issues, including out-of-class verification, temporary authorization, appropriate lists, and transfer of list eligibility. Interprets civil service laws, rules, regulations, and departmental policies and procedures. Serves as a liaison to program and institutional personnel staff. Coordinates the review of credentials and required documentation to ensure candidates possess the legal requirements for appointment.
20%	Schedules, prepares, and conducts the more complex job analyses/validation studies for classifications utilized by CDCR in accordance with CalHR and Federal Uniform Guidelines on Employee Selection Process and applicable legal requirements to determine the primary tasks and the knowledge, skills, abilities, and other characteristics of the position.
10%	Researches and drafts the more complex appeal analyses, memorandum, and selection-related projects. Develops new or revises current selection procedures. Assists with planning and developing CDCR's annual examination plan.
5%	Travels, which will include but not limited to: represents CDCR in meetings and conferences; serves as a chairperson on Qualification Appraisal Panels and/or Written Qualification Appraisal Tests; serves as a proctor for written tests; and provides training. Assists with recruitment efforts for examinations; attends recruitment/hiring workshops, various job/career fairs, community events, etc. Consults with colleges, universities, trade schools, unions, education organizations, etc. regarding CDCR job classification requirements and examination processes; and performs other related duties.
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