DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	091-290-5157/5393-XXX
UNIT NAME AND CITY LOCATED Regional Human Resources Office – Southern CERTIFICATION UNIT	CLASSIFICATION TITLE Analyst I / Analyst II (Interchangeable) WORKING TITLE

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☐				

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
INCUMBENT (If known)	EFFECTIVE DATE

California Department of Corrections and Rehabilitation (CDCR) and 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.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:	

Under the supervision of the Supervisor I, *Regional Human Resources Office-Southern, Certification Unit*, California Correctional Health Care Services (CCHCS), the incumbent has the responsibility for the administration/completion of the more complex and complicated examinations; assists the Certification Unit in the completion of the certification process. Independently interprets and applies a wide variety of Personnel laws, rules, policies, and processes in the performance of the various examination functions.

% 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. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
35%	Administers and completes CCHCS examinations. Reviews the most complex classification minimum qualifications; researches and analyzes applicants' experience and education from State Application and Resume and/or Statement of Qualifications and the filing requirements using the appropriate classification specifications, the Selection Manual guidelines, internet web sites and other resources. Contacts candidate and verifies additional information or clarification of experience and education to ensure the minimum qualification for the classification are met. Refer withholds to CCHCS Selection Services to process. Knowledgeable of resource materials such as the Selection Manual, SPB and DPA Laws and Rules. Proctors' examinations and chairs qualifications

	appraisal panels.
35%	Interprets and applies a wide variety of Personnel laws, rules, policies and processes in the performance of examination and certification functions. Reviews VPOS advertisement postings to ensure salaries and content are appropriate. Audit certification files to ensure all applicable Laws and Rules have been applied prior to closing file. Provides training of the on-line examination and certification system procedures to institution medical management and institutional liaison. Collaborates with CCHCS Selections Services staff to resolve complex analytical exam and certification issues. Monitors candidate changes to the on-line system to ensure completion.
20%	Provides training, analytical guidance and assistance with the on-line examination and certification system to institutional medical management staff and CCHCS institution liaison. Research State Personnel Board Appeals and other complex issues and provides information on laws and rules relative to the examination and certification process. Advises institution medical management staff and CCHCS institution liaison on current examining and personnel principles and practices. Assists in resolving complex exam, certification, and on-line system problems.
10%	Provides oversight and guidance to the Personnel Technician on the maintenance of the certification and interview files utilizing SPB Laws, Rules and retention schedule. Provide analytical support to the Regional Certification Unit staff and CCHCS institution liaison, research, receives and responds to the most analytical questions as it relates to the certification/exam process; Performs other duties as required. Perform reconciliation of error reports, audits system processes. Identifies work-flow problems affecting certification services.

KNOWLEDGE AND ABILITIES

Knowledge of: Grammer, spelling, punctuation, and modern English usage.

Ability to: Interpret written material; edit written material; write effectively; analyze written and numerical data accurately and follow oral and written instructions; clear and concise expression and oral presentations, written reports and correspondence.

DESIRABLE QUALIFICATIONS

INTERPERSONAL SKILLS: Working independently in a team setting. A demonstrated ability to gain and maintain cooperative relations with those contacted during the course of work.

ADDITIONAL DESIRABLE QUALIFICATION: Education equivalent to completion of the twelfth grade preferably with emphasis on courses in English composition and journalism.

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry,

push, pull, or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time.

SPECIAL PERSONAL CHARACTERISTICS

Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups.

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- 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.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE