DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
San Quentin Rehabilitation Center	095-220-5393-XXX
UNIT NAME AND CITY LOCATED CCHCS – Mental Health	CLASSIFICATION TITLE Analyst II
	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 SQRC
INCUMBENT (If known)	EFFECTIVE DATE

California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

Under the general direction of the Chief Psychiatrist, the Analyst II will have responsibility for performing a variety of consultative and analytical assignments, such as assisting with the planning, development, implementation, and evaluation of health care delivery related to the Mental Health Services Delivery System with a focus on the Psychiatric Inpatient Program (PIP). This work may encompass other inpatient and outpatient mental health programs depending on operational need. The Analyst II participates in the collection and analysis of data and the generation of reports to facilitate monitoring of mental health program performance, identification of program deficits, and recommendations for program improvements.

% 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
40 %	Develops and evaluates the efficiency and effectiveness of mental health programs and makes recommendations for process improvements or program alternatives. Support ongoing program activities related to communication, planning, development, implementation, evaluation and improvement, as well as documentation. Facilitates the implementation of a functioning program for the systematic collection of clinical data on current programs, investigate program deficiencies and ensure the timely collection of data, data input, report preparation and the appropriate method of disseminating information.
35 %	Assist management with the resolution of both sensitive and complex issues. Analyze administrative problems in relation to the implementation and adherence to policies and

	procedures and recommend corrective actions; monitor program operational needs and the requirements of both clinical and custody staff in the planning, development, implementation and evaluation of the PIP and related activities. Coordinate both the planning and design of training materials.
20 %	Proposes and develops performance measures to audit, evaluate, monitor, and measure the overall progress of achieving identified goals, strategies and objectives, and compliance with court mandates. Consult with mental health staff and other staff to formulate recommendations on policies and procedural improvements, and/or program alternative or process redesign to enhance the quality and value of the mental health care system. Advise management of potential challenges to program areas as well as assisting and/or formulating and developing or proposing solutions to the most complex projects on an ongoing basis.
5 %	Other duties as required. Examples may include assisting with coordination of psychiatric training rotations or legal proceedings (e.g., PC 2602, CARE) related to psychiatric care.
	KNOWLEDGE AND ABILITIES ***Knowledge of:*** Principles, practices, and trends of public and business administration, management, and supportive services such as budgeting, personnel, and management analysis; government functions and methods and techniques of effective conference 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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees. **DESIRABLE QUALIFICATIONS** **OTHER DOMAINS** **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 10lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time but may involve walking or standing for brief periods of time.

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.
- 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

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
San Quentin Rehabilitation Center	095-220-5157-XXX
UNIT NAME AND CITY LOCATED CCHCS – Mental Health	CLASSIFICATION TITLE Analyst I
	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 SQRC
INCUMBENT (If known)	EFFECTIVE DATE

California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

Under the general direction of the Chief Psychiatrist, the Analyst I will assist in performing a variety of less complex analytical duties and responsibilities, such as assisting with the planning, development, implementation, and evaluation of health care delivery related to the Mental Health Services Delivery System with a focus on the Psychiatric Inpatient Program (PIP). This work may encompass other inpatient and outpatient mental health programs depending on operational need. The Analyst I will assist in the collection and analysis of data and the generation of reports to facilitate monitoring of mental health program performance, identification of program deficits, and recommendations for program improvements.

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	ESSENTIAL FUNCTIONS
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20 %	Proposes and develops performance measures to audit, evaluate, monitor, and measure the overall progress of achieving identified goals, strategies and objectives, and compliance with court mandates. Consult with mental health staff and other staff to formulate recommendations on policies and procedural improvements, and/or program alternative or process redesign to enhance the quality and value of the mental health care system. Advise management of potential challenges to program areas as well as assisting and/or formulating and developing or proposing solutions to the most complex projects on an ongoing basis.
5 %	Other duties as required. Examples may include assisting with coordination of psychiatric training rotations or legal proceedings (e.g., PC 2602, CARE) related to psychiatric care.
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