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
Ironwood State Prison	444-216-5157-803			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst I			
	WORKING TITLE			
Division of Adult Institutions / Facility Operations	Analyst I, Plant Operations			
	TIME BASE / TENURE	CBID	WWG	COI
	FT / PERM	R01	2	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Blythe, California				

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

Facility Operations Division is committed to ensuring the operation of safe and secure institutional settings, for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all institutions.

GENERAL STATEMENT

Under the direct supervision of the Correctional Plant Supervisor, or the Correctional Plant Manager I (CPM-I); the Analyst I in Plant Operations is the entry to first journey level analytical staff responsible for information quality control, analysis, and assessment of all associated risks of the institution's critical maintenance management system (CMMS) also known as the Standard Automated Preventive Maintenance System (SAPMS). The SAPMS is designed to effectively direct maintenance workers in their job

assignments and is CDCR's management tool for making informed decisions and to calculate appropriate budget allocations for necessary maintenance resources.

% 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.
40%	Responsible to work closely with the Correctional Plant Manager I, the Correctional Plant Supervisor, The Chief Engineers, the Supervisor Building Trades, and the Supervising Groundskeeper II, to determine the hierarchies of existing and new equipment systems; to plan, determine, and assign all warranty and preventive maintenance (PM) requirements to equipment and infrastructure. The Analyst I assist the CPM-I in the analyzing, planning, and development of policies and procedures concerning the SAPMS which includes the following: responsible for system administrations functions including, but not limited to, user account maintenance and monitoring, system and database backups, evaluate the preventive/corrective, and construction program, formulate procedures for maintenance data collection, customize SAPMS data for use in program decision making, and perform maintenance shop utilization analysis based on data derived from SAPMS. Review, process and input (data entry) preventive and corrective work orders and Daily Log Sheets as needed. Input accurate records into the SAPMS. Responsible for entire program, percentage of time spent on input to increase at end of every month to ensure all work orders and PM's are in the system; both open and closed information. Also encompasses all aspects of computer review and processing of data entry, as well as input, in addition to being the training source to the Office Technician, as relates to the SAPMS program. Any other duties as assigned by the Correctional Plant Supervisor/ Correctional Plant Manager I.
35%	Work closely with the CPM-I in the development of program analysis methods for SAPMS equipment history data. Review data and recommend implementation of repair strategies or equipment replacement; thereby, mitigating fiscal impact by avoiding unnecessary and costly repairs. Evaluate project costs for developing amortization analysis on physical plant operational status and equipment system longevity projects. Analyze SAPMS computer data and prepare concise analytical shop and equipment productivity/cost reports on a monthly basis for presentation to management for approval. Assist in developing annual budget; process contracts including completion of scope of work and rate sheets for bid proposals, schedule bid walks, process gate clearances; monitor contract compliance, enter service cost data into SAPMS.
15%	Conduct ongoing training to all the institutional Work Order Coordinators (WOC) and their supervisors, as needed. Assist the CPM-I in the integration and implement new aspects of the expanded SAPMS system which includes revising operational procedures, personnel training, and software integration. Analyzes, reviews, and makes recommendations on various departmental requests affecting Plant Operations, (e.g., utility usage, efficiency measures, and environmental reports). Develop, review, and make recommendations to the CPM-I regarding operational procedures affecting Plant Operations and make recommendations relating to their impact on the SAPMS. Interact with Plant Operations supervisory staff to assist in the development and coordination of training programs for work order procedures.
5%	Per the court mandates of the January 18, 2007, Armstrong v Brown Injunction, CDCR is now required to report the state of repair of all accessible Disability Placement Program (DPP) assets and features to the court each month. The Analyst I is the lead representative for Plant Operations to ensure compliance with the standard Departmental policies and procedures for the chain of custody to work requests and work orders per the court mandates and instruct those standard policies to new employees. The Analyst I is responsible to work closely with the institution's ADA Coordinator; the Correctional Counselor II, Office of Audits and Court Compliance, to conduct ongoing training to all the institutional work order coordinators (WOC) and their supervisors, as needed. The Analyst I is responsible to analyze, assess, and report to local management and Facility Operations Branch (FOB) any associated risks of non-compliance to the court for the reporting of the state of repair of the DPP assets and features and to perform ongoing evaluations of the monthly generated Asset State of Repair Report (ASOR). The Analyst I is Plant Operations representative for responding to litigation requests for maintenance documentation and to ensure all inmate complaints received in Plant Operations is documented in the SAPMS and evaluated for the purpose of improving procedures and policies. The Analyst I is responsible to work with the Correctional Plant Manager; facility captains; and Work Order Coordinators (WOC) with problems associated and identified with the processing of work requests and work orders. As the Plant Operations liaison to CDCR FOB headquarters.

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

- Example: 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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GENERAL STATEMENT

Under the general direction of the Correctional Plant Manager II (CPM II), or the Correctional Plant Supervisor (CPS), the Analyst II in Plant Operations is the journey-level analytical staff responsible for information quality control, analysis, and assessment of all associated risks of the institution's Critical Maintenance Management System (CMMS) also known as TRIRIGA 10.

% 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%	Responsible for working closely with the CPM II, the CPS, the Chief Engineers, the Supervisor Building Trades, and the Supervising Groundskeeper II to determine the hierarchies of existing and new equipment systems; to plan, determine, and audit all warranty and preventive maintenance (PM) requirements to equipment and infrastructure. The Analyst II's is responsible to work with assigned staff to determine estimates for labor standards and standard materials costs associated and anticipated for maintenance work and or special projects; periodically analyze data for actual labor and materials expenditures and report all discrepancies and or deficiencies to management; report equipment histories, and any other TRIRIGA 10 information requested for Capital Outlay Budget Change Proposals (COBCP), 5-year plans, internal and external audits, equipment purchase justifications, inventories, etc. The CMMS Analyst II oversees and is responsible for the analysis of asset history; labor; and materials (job-costing) data for the purpose of identifying, recommending, and justifying additional allocation resources from the Department of Finance and to ensure the institution's compliance with all applicable Health and Safety Codes and laws pertaining to maintenance. Additionally, for managing the institution's assets the Analyst II is responsible for analyzing the TRIRIGA 10 equipment data for planning short - and long - term goals and strategies to extend the life cycles of the equipment assets equipment.
30%	The Plant Operation's Analyst II is the primary facility maintenance information system liaison to Facility Operations Branch (FOB) at CDCR Headquarters. As such, the Analyst II is responsible for performing program evaluation of a large complexity for compliance to ensuring consistent and accurate documentation of the institution's infrastructure and multi-billion-dollar assets, which includes the function, content, accuracy, reporting, and timeliness of the input and recording of all maintenance data for reporting to the court and other regulatory agencies. i.e., the Department of General Services, State Fire Marshal; county, city, and state, water, fuel, and air resources boards. The CMMS Analyst II operates at two levels with the function of the TRIRIGA 10: Strategic-tactical, operational, and includes critical recording, evaluating, and analyzing TRIRIGA 10 data for ongoing compliance to Health and Safety Codes per the California Code of Regulations (Titles 22 & 17) for health, life and safety, electric fence requirements; security controls, generator and alarm systems, maintenance certifications, disposal of hazardous materials, equipment warranty requirements, manufacturer claims, and ensuring the institution's overall environmental compliance to regulatory agencies. Institutional health and safety compliance includes the following: California Department of Health Services; Occupational Safety and Health Administration (OSHA); Environmental Protection Agency (EPA); the local, state, and national laws and agencies, the industrial hygiene, including indoor air quality (National Pollution Discharge Elimination System); safety rules for contractors; risk assessments; control of substances hazardous to health; fire protection and safety; security; maintenance systems; periodic statutory testing and inspections; water and wastewater regulations (California Regional Water Quality Control Board; and emergency lighting (County, city, state boards); Sanitary Sewer Overflow (SSO) Management Plan reporting requirements, etc. It is the responsibility of the CMMS Analyst II to analyze and report all deficiencies; backlogs; or non-compliance with the above (but not limited to) regulatory agencies and to assist in reporting insurance and or reimbursement claims to other governmental or private agencies.
15%	Per the court mandates of the January 18, 2007, Armstrong v Brown Injunction, CDCR is now required to report the state of repair of all accessible Disability Placement Program (DPP) assets and features to the court each month. The Analyst II is the lead representative in Plant Operations to ensure compliance with the standard Departmental policies and procedures for the chain of custody to work requests and work tasks per the court mandates and instruct those standard policies to new employees. The Analyst II is responsible for working closely with the institution's ADA Coordinator; Correctional Counselor II, Office of Audits and Court Compliance, to conduct ongoing training to all the institutional Work Request Coordinators and their supervisors, as needed. The Analyst II is responsible for analyzing, assessing, and reporting to local management and Facility Operations Branch (FOB) any associated risks of non-compliance to the court for the reporting of the state of repair of the DPP assets and features and perform ongoing evaluations of the monthly generated Asset State of Repair Report (ASOR). The Analyst II is Plant Operations representative for responding to litigation requests for maintenance documentation and to ensure all incarcerated persons complaints received in Plant Operations are documented in TRIRIGA and evaluated for the purpose of improving procedures and policies. The Analyst II is responsible for working with the CPM II; facility captains; and sergeants with problems associated and identified with the processing of work requests and work orders. As the Plant Operations liaison to CDCR FOB headquarters, the Analyst II is responsible for submitting all local suggestions for possible resolution(s) to the Policy, Planning and Systems Support Unit, FOB for further analysis and evaluation(s) for the purpose of determining better business practices statewide. Additionally, the Plant Operations Analyst II is a liaison to the Office of Audits and Court Compliance to ensure standard policies are followed and practiced at the local site daily for CDCR's court compliance to the above mandates.

10%	The Analyst II is responsible for developing and monitoring critical path method timelines to track construction projects. The Analyst II is responsible for reviewing maintenance contracts and making amendment recommendations as needed. The Analyst II is responsible for maintaining and processing Section 6.00, Capital Outlay Budget Change Proposals, Special Repair Projects for Minor and Major Construction Projects, and the ongoing monitoring, analyzing, and forecast projections of expected maintenance and utilities expenditures for upcoming years. The Analyst II is responsible for responding to outside agency requests such as the Office of Internal Affairs and Bureau of State Audits for TRIRIGA 10 information, and generate reports, graphs, charts, and budget status reports as needed. Following risk assessment analysis of TRIRIGA 10 data and for the purpose of risk management, the Analyst II is responsible for submitting suggestions and ongoing analysis, recommendations, and or proposals to management and FOB to recommend temporary resolutions and recommend permanent solutions, as necessary. Any other duties as assigned by the CPM II / CPS.
5%	Attend safety training and training for proper use techniques of tools and equipment and attend scheduled IST classes as required. Maintain Institutional safety and security, responsible for assigned keys, tool control, and on-the-job safety.
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

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