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	444-542-5157-801			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst I			
	WORKING TITLE			
Division of Adult Institutions / Facility Operations	Analyst I-Rehabilitation Achievement Credit Analyst			
	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 supervision of the Community Resources Manager (CRM), the Analyst I assists with the analytical work related to data collection in support of the Rehabilitative Achievement Credit (RAC) earning programs, Milestone Completion Credit (MCC) earning programs, Incarcerated Person Activity Groups (IAGs), Innovative Grant Recipient (IGR) Programs, Rehabilitative Programs, Self-

Help Sponsors, and Volunteers. The Analyst I assists the CRM in preparing summary and statistical reports and assists in overall program coordination on quality improvement activities.

% 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%	Assists in performing research, collecting data and preparing summary statistical data for the CRM, CDCR and legislative review and other reporting purposes. Assists in analyzing and reporting program performance, based on COMPSTAT and Program Inventory data. Assists in the submission of accurate data to produce a variety of management reports to meet program needs. Provides procedures and guidance for the tracking of attendance for RAC, MCC, IGR, Self-Help, and IAG programs. Assists the CRM in evaluating reports for incarcerated person programs, Warden, Incarcerated Person Assignment Lieutenant, and headquarters executive staff. Review and track Religious Diet Program Requests (RDPRs) and conduct quarterly audits to ensure compliance. Maintain the Incarcerated Person Meal Tracking System (IMTS), providing the CRM, Chaplains, and Food Services supervisors with regular updates.
30%	Review and update ISP's Program Inventory profile. Provides a clear description of the programs currently operating at the institution. Assists in conducting assessments and evaluates programs on an ongoing basis to assess outcomes, volunteer increase and expansion, MCCs, RACs, and success. Updates and maintains departmental statistics. Conduct fact-findings and interviews with incarcerated persons to respond to Incarcerated Person Grievances.
15%	Provides administrative support, participates in meetings and workgroups as assigned. Make presentations to develop and improve procedures and policy development to enhance program services. Assists with the development of the CRM Department Annual Plan. Assists the CRM with the tracking procedure of volunteers and training requirements in the institution's Volunteer Tracking System (VTRACK). Assists as directed with the Volunteer Advisory Committee (VAC) and Citizens Advisory Committee (CAC) to further expand the institution's presence in the community and increase volunteer support. Provides assistance with the scheduling of Self-Help Sponsors, monitors expenditures for self-help hours and materials/supplies.
10%	Assists in periodic program evaluations and compliance reviews. Tracks programs space allocations. Assists and responds to incarcerated person inquiries, and community and volunteer inquiries. Supports the CRM with providing Incarcerated Person Marriage oversight, scheduling, and tracking. Assists CRM with incarcerated person and staff fundraising activities, training, staff functions, recognition awards, and other duties as assigned.
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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DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst II			
	WORKING TITLE			
Division of Adult Institutions / Facility Operations	Rehabilitation Achievement Credit Analyst			
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GENERAL STATEMENT

Under the direction of the Community Resources Manager (CRM), the Analyst II is responsible for independently performing a variety of sensitive analytical work related to Rehabilitation Achievement Credit (RAC) earning programs, Milestone Completion Credit (MCC) earning programs, Incarcerated Person Activity Groups (IAGs), Innovative Grant Recipient (IGR) Programs, Rehabilitative Programs, Self-Help Sponsors, and Volunteers. Incumbent is responsible for the review and monitoring of reportable statistics and data collection related to these programs. Incumbent develops analyses of ILTAG productivity, provides written

reports; and assists in overall program improvement. The Analyst II will be responsible for monitoring of the Self-Help funding allotments for program materials and supplies as well as Self-Help Sponsor positions.

% 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%	Evaluates potential RAC programs criteria and process. Analyzes and prepares reports regarding RAC, MCC, IGR, and ILTAG programs and services. Ensures attendance tracking, documentation, and analysis of legislatively mandated credits for RAC and MCC programs are conducted within specific timeframes. Analyzes data to ensure successful completion dates are accounted in the calculation of the incarcerated person's earliest release date. Responsible for performing research, collecting data, and preparing summary reports of incarcerated person programs for the CRM, Warden, Assignment Lieutenant, and headquarters executive staff. Reviews, updates, and analyzes Computerized Statistics (COMPSTAT), Strategic Offender Management System (SOMS), and Incarcerated Person Program Inventory databases in SharePoint to track and evaluate program statistics to provide recommendations of program adjustments. Review and track Religious Diet Program Requests (RDPRs) and conduct quarterly audits to ensure compliance. Maintain the Incarcerated Person Meal Tracking System (IMTS), providing the CRM, Chaplains, and Food Services supervisors with regular updates.
30%	Analyzes costs associated with operating programs and provides presentations on the data. Closely monitors and evaluates Self-Help Program 27 funding expenditures and report findings to the CRM and management on a regular basis. Conducts independent assessments and evaluate programs on an ongoing basis to assess program outcomes, determines if volunteer increase/expansion is needed, and tracks space availability relative to program expansions. Assess milestones success and provides recommendations based on findings. Collaborates with Incarcerated Person Assignment Office to ensure incarcerated persons are assigned to programs via established SOMS waitlists and establish dis-enrollment processes for incarcerated persons failing to attend RAC programming. Conduct fact-findings and interviews with incarcerated persons to respond to Incarcerated Person Grievances
15%	Participates in meetings, develops training material, delivers training, conducts research, and responds to inquiries from staff and incarcerated persons. Conducts program evaluations and standards compliance reviews of the assigned programs. Responsible for the development of the CRM annual plan for review and submission by the CRM. Acts on behalf of the CRM as required, including representation at various meetings and conferences. Prepares and delivers presentations for public agencies and community organizations.
15%	Participates in meeting/workgroups to develop, improve procedures, revises and propose policy development to enhance program services. Provides overall oversight of the institution's Volunteer Tracking System (VTRACK). Reviews and audits volunteer application packets for completion prior to submission to CRM and hiring authority. Supports the CRM with providing Incarcerated Person Marriage oversight, scheduling, and tracking. Assists CRM with incarcerated person and staff fundraising activities, training, staff functions, recognition awards, and other duties as assigned.
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.

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