CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Division of Rehabilitative Programs	095-000-5393-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst II			
	WORKING TITLE			
Office of Correctional Education	Education Program Analyst			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/LT			Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
CDCR Headquarters				

CDCR'S MISSION

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under the general direction of the Supervisor of Academic Instruction Post-Secondary Programs (SAI), the Associate Governmental Program Analyst (AGPA) has the responsibility to perform a broad and ever-changing spectrum of the more complex technical, professional tasks required to assist the SAI or their designees with complex and sensitive work in the design, implementation and administration of any and all the Post-Secondary Education Programs as they now exist or as they may evolve. This will include but not be limited to being responsible for assisting with or performing technical, analytical assignments, such as: program evaluation and planning, policy analysis and formulation, systems development, planning, management, and personnel analysis; leading or assisting in the creation and maintenance of reporting spreadsheets and data collection concerning program expenditures and performance; and the preparation of summary and statistical reports.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

This position will also assist the SAI or their designees in overall program coordination, memorandum of understandings (MOU), interagency agreements (IAA) and performance improvement activities of all Post-Secondary Education programs. In addition, the AGPA will be responsible for research analysis, evaluating, tracking, and coordinating statewide correctional education program, Legislative Bill Analysis and other related tasks.

% 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.
	ESSENTIAL FUNCTIONS
35%	Maintain and utilize effective verbal and written communication techniques to respond to questions and requests for data from the California Department of Corrections and Rehabilitation (CDCR), the Office of Correctional Education (OCE), outside compliance monitoring groups, institutional management and library staff. Assist the SAI, or their designees, and/or the Assistant Chief of Education, Deputy Superintendent, or the Superintendent by preparing written briefs, status reports, and talking points to assist them in addressing issues with any of the post-secondary programs handled or monitored by OCE or making formal presentations. Develop program specifications, scopes of work, program policy and procedures, and reporting requirements. Analyst II will liaison with outside stakeholders to coordinate various MOU / IAA processes, including the initiation and preparation of requests for amendment, extension, or other modification processes. Analyst II will be competent on and active in Strategic Offender Management Systems (SOMS).
35%	Compile and analyze monthly reports for accuracy, programming trends, and overall effectiveness, develop corrective action plans to address deficiencies; identify, implement and establish consistent processes and procedures to ensure program effectiveness at all organizational levels. Review and analyze new legislation, departmental reports and compile data to create spreadsheets and graphs for unit reporting requirements.

30%	Provide alternatives to management based on results of data analysis. Gain and maintain the confidence and cooperation of those contracted during the course of work. Perform research, collect data and prepare statistical information for OCE, CDCR, the Legislature, oversight committees, and other stakeholder agencies. Analyze and report on program performance based data reports, field observations and recidivism data. Maintain and update action plans and other assigned tracking mechanisms and databases as they exist or as they may develop. Graph and diagram statistical data and summaries for public review and posting. Develop presentation materials, create PowerPoint slides and speak to public agencies and community organizations as requested and approved by the SAI or their designees. Complete an annual “needs assessment report” for the approval of the Superintendent of Correctional Education. Complete other annual requirements, including writing and tracking submissions for internal and external policy and procedural changes, assist in preparing documents and location venues for training, review documents for post-secondary education programs. Maintain open communication with all inside and outside stakeholders. Prepare and deliver statewide and/or regional training of staff for all OCE post-secondary programs and other related tasks.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

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