DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-822-5157-808
UNIT NAME AND CITY LOCATED Compliance and Reporting Unit Corrections Services – Elk Grove, CA	CLASSIFICATION TITLE Analyst I WORKING TITLE Compliance Analyst

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☒	2	R01	P	FT

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8260 Longleaf Drive, Elk Grove, CA 95758
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, Compliance and Reporting Unit (CRU), the Analyst I performs analytical duties related to evaluating the effectiveness, efficiency, and compliance at each CDCR institution with health care related department policies and procedures, court mandates, and federal and state regulations; assisting in the facilitation of timely access to health care services for patients; and supporting any other projects and initiatives undertaken by the Receiver. **Up to 10% statewide travel may be required with this position.**

% 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%	Assists with the completion of formal or informal special projects, analytical studies, repots, training, or other assignments for CRU related to Operations Monitoring Audits, Delegation Reports, Access Quality Reports, Armstrong monitoring Tour Reports, Sign Language Interpreter Audits, Effective Communication, Disability Placement Program, and Developmental Disability Program Allegations of Staff Non-Compliance, and the Americans with Disabilities Act. Assists with researching and writing reports, policies, procedures, methodologies, standards, and training material. Researches and analyzes issues, develops recommendations regarding those issues, and presents recommendations. Prepares and/or edits reports and written evaluations. Communicates effectively with management, staff, and external stakeholders in monitoring and supporting institution Health

	Care Access Units (HCAU) and Health Care Compliance Analysts (HCCA). Assists HCAU and HCCA staff in the field as needed.
25%	Assists with planning, developing, testing, implementing, maintaining, and validating information systems and other tracking mechanisms administered or used by CRU. Use multiple data systems to gather, validate, compile, and analyze relevant health care data, for reporting purposes. Assists with disseminating relevant health care data to facilitate timely patient access to health care and compliance pertinent with Department policies and court mandates, including the following: California Code of Regulations Title 15; Department Operations Manual; the Health Care Department Operations Manual; court decisions and remedial plans in the Coleman, Armstrong, and Clark cases.
20%	Assists with monitoring and preparing management reports on program operational needs and research requirements of both clinical and custodial considerations in the development of policies, procedures, alternatives, and recommendations. Assists with providing regular program updates, briefings, analysis, and interpretation of progress and compliance with initiatives to managements, CCHCS and CDCR staff, and appropriate external stakeholders. Assists with reviewing and preparing informational memoranda, proposals, reports, issue papers, training material, charts, and spreadsheets of greater complexity based on program need. Serves as a team member in special projects and workgroups as needed to carry out assignments and projects for Corrections Services. Assists with responding to requests for ad hoc information/reports from stakeholders related to access to care issues.
10%	Maintains desk procedures; cross-train team members; and participates in staff meetings, health care-related in-service training, and other related duties as required (i.e., statewide travel for field training).
5%	Other related duties, as assigned.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization. *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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work. **DESIRABLE QUALIFICATIONS** Ability to work independently and within a team setting. **OTHER DOMAINS – N/A** **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** Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, incarcerated

persons, or the public.

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.
- Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests and willingness and ability to accept increasing responsibility.

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)
California Correctional Health Care Services	042-822-5393-808
UNIT NAME AND CITY LOCATED Compliance and Reporting Unit Corrections Services – Elk Grove, CA	CLASSIFICATION TITLE Analyst II WORKING TITLE Compliance Analyst

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☒	2	R01	P	FT

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8260 Longleaf Drive, Elk Grove, CA 95758
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 direction of the Supervisor I, Compliance and Reporting Unit (CRU), the Analyst II performs complex analytical duties related to evaluating the effectiveness, efficiency, and compliance at each CDCR institution with health care related Department policies and procedures, court mandates, and federal and state regulations; facilitating timely access to health care services for patients; and supporting any other projects and initiatives undertaken by the Receiver. **Up to 10% statewide travel may be required.**

% 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%	Completes the more complex formal or informal special projects, analytical studies, reports, training, or other assignments for CRU related to Operations Monitoring Audits, Delegation Reports, Access Quality Reports, Armstrong Monitoring Tour Reports, Sign Language Interpreter Audits, Effective Communication, Disability Placement Program and Developmental Disability Program Allegations of Staff Non-Compliance, and the Americans with Disabilities Act. Researches, writes, and makes complex recommendations on reports, policies, procedures, methodologies, standards, and training material. Research and analyze complex issues, develop recommendations regarding those issues,

	and present recommendations. Prepares and/or edit reports and written evaluations. Communicates effectively with and provide technical expertise to management, staff, and external stakeholders in monitoring and supporting institution Health Care Access Units (HCAU) and Health Care Compliance Analysts (HCCA). Acts as a liaison with the HCAU and HCCA staff in the field.
25%	Assists with planning, developing, testing, implementing, maintaining, and validating information systems and other tracking mechanisms administered or used by the compliance and Reporting Unit. Uses multiple data systems to gather, validate, compile, and analyze relevant health care data for reporting purposes, and apprise management of results, trends, and risks. Disseminates relevant health care data to facilitate timely patient access to health care and compliance with pertinent Department policies and court mandates, including the following: California Code of Regulations, Title 15; Department Operations Manual, Health Care Department Operations Manual; court decisions and remedial plans in the *Coleman*, *Armstrong*, and *Clark* cases.
20%	Monitors and prepares management reports on program operational needs and research requirements of both clinical and custodial considerations in the development of policies, procedures, alternatives, and recommendations. Provides regular program updates, briefings, analysis, and interpretation of progress and compliance with initiatives to management, CCHCS and CDCR staff, and appropriate external stakeholders. Reviews and prepares informational memoranda, proposals, reports, issue papers, training material, charts, and spreadsheets of greater complexity based on program need. Serves as a team member or leader in the more complex special projects and facilitates workgroups as needed to carry out assignments and projects for Corrections Services. Responds to requests for ad hoc information/reports from stakeholders related to access to care issues.
10%	Maintains desk procedures; cross-trains team members; and participates in staff meetings, healthcare-related in-service training, and other related duties as required (i.e., statewide travel for field training).
5%	Other related duties as assigned.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; 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** Ability to work independently and within a team setting. **OTHER DOMAINS – N/A** **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

- Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, inmates, or the public.

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