CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

[X] PROPOSED

[ ] CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Sierra Conservation Center	099-800-5157-VAR			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst I			
	WORKING TITLE			
Business Services/Accounting	Analyst I			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	S01	2	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Jamestown, California			8/12/2026	

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

The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated people in the Conservation Camp Program. SCC administers 27 male camps located throughout the State of California.

GENERAL STATEMENT

Under the supervision of the Correctional Business Manager II, DOC, and under the direct supervision of the Senior Accounting Officer Supervisor, the Analyst I performs accounting work in the maintenance of incarcerated people financial records, and associated accounts.

% 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%	Under supervision, analyze, verify, and track California Department of Forestry and Fire Protection (CALFIRE) and Los Angeles County (LACO) fire reimbursement packets (aka FC77). Evaluate reimbursement issues and ensure compliance as outlined in the 6400 CALFIRE-CDCR Camp Operations Handbook, State Administrative Manual (SAM) and the Department Operation Manual (DOM) as it relates to the Conservation Camp Program. Review Incarcerated Persons (IP) fire pay. Act as a liaison between SCC Camp Division, Institution Budget Analyst and CDCR Headquarters Accounting Department.
30%	Integrate and implement new aspects of the expanded IP pay calculation, through a computerized software program. Under supervision, input data, create reports and graphs for the Accounting Supervisor and Headquarters Accounting. Generate statements in the department's accounting system (aka Trust Restitution Accounting Canteen System TRACS). Collaborate with the Accounting Services Branch, other agencies (I.e. CALFIRE, LACO, and Institutional Budget Analyst) to analyze and reconcile Incarcerated persons pay and report pending reimbursements.
20%	Under supervision, gather and analyze documents needed for the tracking and management of the IP's pay with regards to the federal and state withholdings. Manage and track required camp IP pay sheets. Utilizing spreadsheets and software to create, compile, compute, organize, and present data and statistics for use in reports and other tracking activities. Interpret and apply a wide variety of accounting principles, regulations and procedures. Work with the Institutional Budget Analyst to ensure accuracy of reimbursements and ensure compliance with the CALFIRE and LACO Memorandum of Understanding (interagency agreement), State Administrative Manual, and Department Operations guidelines.
10%	Under close supervision, complete research, provide consultation and filing support for tax related documents to incarcerated persons. May assist supervisor with special projects. Provide assistance in other job-related areas when workload demands.
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		
• 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**