DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-006-5393-xxx
UNIT NAME AND CITY LOCATED Policy and Risk Management Services Risk Management Branch Health Care Regulations and Policy Section - Elk Grove, CA	CLASSIFICATION TITLE Analyst II WORKING TITLE Analyst II

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 Dr. 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, Health Care Regulations and Policy Section, Risk Management Branch (RMB), Policy and Risk Management Services, the Analyst II performs the more complex analytical assignments involved in the development, implementation, monitoring and evaluation of health care policies, operational procedures, regulations and the Health Care Department Operations Manual (HCDOM), clinical care guides and forms ensuring a cohesive, division-wide approach to policy and procedure development which includes clinical services and administrative functions.

% 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%	Researches and composes complex health care policies, operational procedures, regulations, HCDOM, clinical care guides and forms, and administrative policies to ensure appropriate and timely treatment is provided to patients according to the California Correctional Health Care Services (CCHCS) and Division of Health Care Services (DHCS) mission, vision, and goals. Reviews and analyzes laws, rules, and regulations (e.g., Title 15, Title 22) to ensure compliance with policies and procedures. Develops and maintains cooperative relationships with program staff. Independently prepares weekly, high-level, executive reports and ensures data is accurate regarding statuses of new and proposed health care policies, procedures, and clinical care guides.

35%	Interfaces and coordinates with CCHCS and DHCS program areas, program staff, and management to assist in the development of complex health care policies, operational procedures, regulations, HCDOM, clinical care guides and forms by participating in workgroups, coordinating feedback, and reviewing content to ensure consistency with established policies and procedures.
20%	Prepares complex documents, reports, and correspondence, and coordinates with program staff to ensure that management and executives receive accurate and timely information concerning health care issues, program initiatives, health care policies, operational procedures, regulations, HCDOM, clinical care guides and forms. Ensures assignments are properly tracked in the appropriate automated systems (e.g., SharePoint).
5%	Represents CCHCS, DHCS, and the RMB at various meetings and on task forces. Assists in the development of staff training on statewide mandates with minimal direction. Conducts various analytical projects for the RMB. Coordinates with all staff to improve health care operations including revision of regulation and policy manuals and guidelines. Performs other duties as required.
	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** *Knowledge of*: PC and Microsoft Applications such as Word, Excel, Outlook, and Access. *Ability to*: Multi-task and meet multiple deadlines in a timely manner; conduct research and analysis utilizing available resources; work with staff at all levels in the organization; organize and prioritize workload to meet demands. *Interpersonal Skills*: Strong analytical, decision making, and customer service skills; excellent oral, written, and interpersonal communication skills; energetic, flexible, positive, self-motivated, and conscientious; dependable and reliable, with excellent attendance. **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** Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

	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

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-006-5157-xxx
UNIT NAME AND CITY LOCATED Policy and Risk Management Services Risk Management Branch Health Care Regulations and Policy Section - Elk Grove, CA	CLASSIFICATION TITLE Analyst I WORKING TITLE Analyst I

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

SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (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.

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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 supervision of the Supervisor I, Health Care Regulations and Policy Section (RPS), Risk Management Branch (RMB), Policy and Risk Management Services, the Analyst I performs the less complex duties involved in the development and implementation of health care policies, operational procedures, regulations, Health Care Department Operations Manual (HCDOM), clinical care guides and forms to ensure a cohesive, department-wide approach to policy and procedure development which includes clinical services and administrative functions.

% 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 in formulating and composing the less complex health care policies, operational procedures, regulations, HCDOM, clinical care guides, forms, and administrative policies to ensure appropriate and timely treatment is provided to patients according to CCHCS and Division of Health Care Services (DHCS) mission, vision, and goals. Reviews and analyzes laws, rules, and regulations (e.g., Title 15, Title 22) to ensure compliance with policies and procedures. Develops and maintains cooperative relationships with program staff.

35%	Participates in workgroups and coordinates with CCHCS and DHCS program areas, program staff, and management to assist in the development of the less complex health care policies, operational procedures, regulations, HCDOM, clinical care guides and forms by coordinating program feedback, and reviewing content to ensure consistency with established policies and procedures.
20%	Prepares less complex documents, reports, and correspondence. Coordinates with program staff to ensure that management and executives receive accurate and timely information concerning health care issues, program initiatives, health care policies, operational procedures, regulations, HCDOM, clinical care guides and forms. Ensures work tasks are properly tracked in the appropriate automated systems (e.g., SharePoint).
5%	Represents CCHCS, DHCS, and RMB at various meetings and on task forces. Coordinates with all departmental and divisional staff to ensure remediation and improvement of health care operations. Performs other duties as required.

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; 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

Knowledge of: PC and Microsoft Applications such as Word, Excel, Outlook, and Access.

Ability to: Multi-task and meet multiple deadlines in a timely manner; conduct research and analysis utilizing available resources; work with staff at all levels in the organization; organize and prioritize workload to meet demands.

Interpersonal Skills: Strong analytical, decision making, and customer service skills; excellent oral, written, and interpersonal communication skills; energetic, flexible, positive, self-motivated, and conscientious; dependable and reliable, with excellent attendance.

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

Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE