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
CDCR/DRP/HQ	065-110-5393-813			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	ANALYST II			
	WORKING TITLE			
Division of Rehabilitative Programs **Office of Program Operations** **Pre-Release Rehabilitation Unit**	ANALYST II			
	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
9838 Old Placerville RD. Sacramento CA				

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 Division of Rehabilitative Programs (DRP) provides rehabilitative programs including academic and career and technical education for incarcerated persons. DRP's Office of Program Operations provides comprehensive pre-release rehabilitative programs and services for incarcerated individuals and comprehensive post-release rehabilitative programs and services to supervised persons to facilitate the successful reintegration of the individuals served back to their communities with the skills to thrive.

GENERAL STATEMENT

Under direction of the Supervisor I, the Analyst II in the Pre-Release Rehabilitation Unit, performs the more complex and full journey level analytical and technical work in the development, implementation, and administration of the Division of Rehabilitative Programs (DRP) programs and provides contractual oversight for multiple contracts delivering services to the California Department

of Corrections and Rehabilitation (CDCR) incarcerated individual and supervised person population statewide. The Analyst II performs the more complex and varied technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, contract and personnel analysis; and continually provides excellent consultative and customer services to management and others. Reviews departmental audit findings and provides recommendations via reports and responses as required.

Up to 40% 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.
35%	Interface and/or be a liaison, individually and in workgroups to propose and develop policy and operational improvements to enhance program services with the Office of Business Services, Division of Adult Institutions, DRP Correctional staff, Division of Adult Parole Operations, and potential contractors. The incumbent will also provide overall program coordination, contract compliance and performance improvement activities. The incumbent will perform regular site visits to conduct Program Accountability Reviews on contractor program(s) statewide; assist in problem resolution on issues relative to contract compliance, program operations and program goals and objectives. The incumbent will develop and evaluate programs and alternatives; review, gauge, analyze and report on program performance; maintain and update action plans, budget plans and other assigned tracking mechanisms; conduct research and develop informational materials for incarcerated individuals, supervised persons and other stakeholders. Statewide travel to institutions, parole offices, conferences and events, and contracted service providers are required as well as provide onsite technical assistance in institutional settings with incarcerated individuals and supervised persons at contracted local sites.
25%	Develops a variety of institution and community-based contracts, program specifications, scopes of work, program policy and procedures, and reporting requirements, initiation, preparation, analysis, and evaluation of invitations for bid processes, interagency and public entity agreements, state or local grant applications, and contract amendments. Acts as the subject-matter generalist who demonstrates possession of intellectual abilities, management tools, and personal qualifications to succeed in a variety of responsibilities. Consistently demonstrates principles of completed staff work: researches, analyzes, recommends, monitors and tracks solutions to more complex requests.
20%	Incumbent is dedicated to achieving individual, team, and organizational goals through research, time management, data analysis, focused communications, teamwork, and continuous process improvement. The incumbent functions as a recognized technical resource with proficient skill in Microsoft Word, Outlook, Excel, and has basic familiarity with PowerPoint, and the ability to learn CDCR proprietary software to independently perform complex tasks required, including strong written and verbal communication skills.
15%	Reviews and analyzes proposed legislation, programs, reports, and advises management on impact or potential impact. Recommend policy and operational changes based on the findings.
5%	Performs administrative duties including, but not limited to adhering to departmental policies, rules and procedures. Submits administrative requests, including leave, travel, and training in a timely and appropriate manner. Accurately reports and submits timesheets by the due date. Participates in DRP/CDCR trainings and meetings. Receives approval and coordinates occasional business-related travel. Provides back-up coverage when other unit employees are out of the office and to cover vacancies. Performs other related duties, as required.

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.

- Provides excellent customer service to both internal and external customers. Interacts in a professional manner with integrity and respect. Delivers effective communication and collaboration.

SPECIAL REQUIREMENTS

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

CONSEQUENCE OF ERROR

- Consequences may result in programming delays and misuse of departmental resources. Such delays can result in decreased Milestone Completion Credits, Educational Merit Credits, or other Achievement Credits that will delay the release/parole of our incarcerated population.

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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of Corrections and Rehabilitation (CDCR) incarcerated individual and supervised person population statewide. The Analyst I performs the less complex and varied technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, contract and personnel analysis; and continually provides excellent consultative and customer services to management and others. Reviews departmental audit findings and drafts recommendations via reports and responses as required.

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