DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-400-5393-XXX
UNIT NAME AND CITY LOCATED Business Services Direct Care Contracts Section - Elk Grove Contract Services Team	CLASSIFICATION TITLE Analyst II
	WORKING TITLE

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

SCHEDULE (Telework may be available): 8:00 AM to 5:00 PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove – Headquarters
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, the Analyst II performs a variety of complex technical analytical duties on the Contract Services Team (CST) within the Health Care Contracts and Claims Management Branch (HCCCMB), Direct Care Contracts Section (DCCS). Specific amounts of overtime, travel, and institution visits may vary.

% 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
35%	Independently develops, reviews, analyzes, writes, processes, and manages the more complex informal and formal competitive bid and emergency institution health care service contracts in a timely manner for all CDCR institutions through the entire contracting life cycle. Ensures all contract activities conform to CDCR/CCHCS, State and federal laws, rules, regulations, policies, procedures and court orders. Interprets and applies the State Contracting Manual (SCM), State Administrative Manual (SAM) and all DGS applicable policies and best practices to all contracting processes and documents. Conducts rate negotiations and performs detailed rate analysis, including evaluation of expenditure, utilization data, and cost models to recommend effective rate structures. Analyzes and reviews various contracts requiring control agency approval. Utilizes contract management databases (Health Care Document Management System and S/4 HANA) to enter contract information, track progress, maintain status, and conduct budget functions. Independently manages

	contract activities from execution through closeout to ensure compliance with terms, deliverables, timelines, and applicable regulations. Conducts detailed review of contract provisions to identify risks, gaps, or inconsistencies and recommends mitigation strategies.
25%	Independently performs health care contract rate negotiations and the rate analysis process. Canvasses institutions to determine the need for services and validates the estimated contract amounts requested. Gathers expenditure and utilization data to determine reasonable rate caps and contract expenditures. In collaboration with the Healthcare Invoicing Section, propose the most effective rates (e.g. Medicare vs. Hourly vs. Per Service). Utilizes Microsoft applications, including Excel, to develop cost allocation and rate analysis spreadsheets to monitor and manage contract performance and expenditures. Demonstrates completed staff work and ensures accuracy prior to submission of contract and rate packages for approval by management and various stakeholders within CCHCS.
25%	Collaborates with contractors, institutions, and various stakeholders to ensure contract terms are met. Acts as a liaison between control agencies and the institutions regarding contract issues, contract verbiage and legal conformity. Provides guidance and consultation to institutional contract staff, and other stakeholders regarding the more complex contracts, legal requirements, and limitations of the contract development and management process. Provides excellent customer service and manages contracts to ensure services are being provided timely. Provides updates and recommendations regarding contract terms and processes regularly to management. Participates in the creation of processes, procedures, and training documents.
10%	Independently responds to the more complex verbal and written inquiries from institutional staff, contractors, and vendors regarding contract status and issues affecting State contracting. Completes the more complex analytical assignments related to legislative bill analysis and proposed regulations, procedures, systems, etc.
5%	Serves as a Subject Matter Expert on complex informal/formal competitive bids and emergency contracts. Provides mentoring and skill-share for new analytical/technical staff. Provides training presentations on contractual procedures to institutional and internal contract staff. Performs other more complex analytical project tasks and other related duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization; and methods and techniques of effective communication and 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; 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; and coordinate the work of others, act as a team leader, and appear before legislative or other committees. **DESIRABLE QUALIFICATIONS** Ability to work independently and in a team environment, act tactfully and be articulate in high-level meetings. Ability to work collaboratively with peers and other staff. Ability to communicate professionally both orally and in writing. Persons appointed to this position must be flexible, open-minded and be able to adjust to various changes in operation and structure. Must be able to handle sensitive, complex and confidential

issues; utilize sound business approaches; be flexible to alternate methods of contract processing; and be able to gain the trust of staff, peers, and internal/external programs/agencies, etc.

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 negligible amount of force frequently or to constantly 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	042-400-5157-XXX
UNIT NAME AND CITY LOCATED Business Services Direct Care Contracts Section - Elk Grove Contract Services Team	CLASSIFICATION TITLE Analyst I WORKING TITLE

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

SCHEDULE (Telework may be available): 8:00 AM to 5:00 PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove – Headquarters
INCUMBENT (If known)	EFFECTIVE DATE

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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 the supervision of the Supervisor I, the Analyst I performs the less complex analytical duties on the Contract Services Team (CST), within the Health Care Contracts and Claims Management Branch (HCCCMB), Direct Care Contracts Section (DCCS). Specific amounts of overtime, travel, and institution visits may vary.

% 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
35%	Assists in developing, reviewing, analyzing, writing, processing, and managing informal and formal competitive bid contracts, emergency service contracts, and post-execution contract management activities throughout the entire contract lifecycle. Duties include ensuring that all contract activities conform to applicable State and federal laws, rules, regulations, policies, procedures, CDCR/CCHCS standards, court orders, and industry best practices. Conducts reviews of contract terms and conditions, identifies potential risks, and recommends mitigation strategies. The incumbent assists in monitoring contract performance, compliance, deliverables, and purchase orders; supports the development and maintenance of tracking databases, dashboards, and reports; and identifies opportunities for process improvement and operational efficiency. Utilizes contract management systems such as the Health Care Document Management System and S/4 HANA to enter contract data, update status, and perform budgetary functions.

25%	Performs health care contract rate negotiations and the rate analysis process. Canvasses institutions to determine the need for services and validates the estimated contract amounts requested. Gathers expenditure and utilization data to determine reasonable rate caps and contract expenditures. In collaboration with the Healthcare Invoicing Section, proposes the most effective rates (Medicare vs. Hourly vs. Per Service). Utilizes Microsoft applications, including Excel, to develop cost allocation and rate analysis spreadsheets to monitor and manage contract performance and expenditures. Demonstrates completed staff work and ensures accuracy prior to submission of contract and rate packages for approval by management and various stakeholders within CCHCS.
25%	Collaborates with contractors, institutions, and various stakeholders to ensure contract terms are met. Acts as a liaison between control agencies and the institutions regarding contract issues, contract verbiage and legal conformity. Provides guidance and consultation to institutional contract staff, and other stakeholders regarding the less complex contracts, legal requirements, and limitations of the contract development process. Provides excellent customer service and manages contracts to ensure services are being provided timely. Provides updates and recommendations regarding contract terms and processes regularly to management. Participates in the creation of processes, procedures, and training documents.
10%	Responds to the less complex verbal and written inquiries from institutional staff, contractors, and vendors regarding contract status and issues affecting State contracting. Completes the less complex analytical assignments related to legislative bill analysis and proposed regulations, procedures, systems, etc.
5%	Assists with providing training presentations on contractual procedures to institutional and internal contract staff. Performs the less complex analytical project tasks and other related duties as required.
	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 in a team environment, act tactfully and be articulate in high-level meetings. Ability to work collaboratively with peers and other staff. Ability to communicate professionally both orally and in writing. Persons appointed to this position must be flexible, open-minded and be able to adjust to various changes in operation and structure. Must be able to handle sensitive, complex and confidential issues; utilize sound business approaches; be flexible to alternate methods of contract processing; and be able to gain the trust of staff, peers, and internal/external programs/agencies, etc. **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

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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.
- Demonstrated ability to act independently, open-mindedness, flexibility, and tact.
- A demonstrated interest in assuming 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***		
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