Docusign Envelope ID: 792D21B5-9449-85D9-80B6-71B2899C1BE1

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
Board of Parole Hearings	065-154-5393-811-815,918			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst II			
	WORKING TITLE			
Legal Division	Analyst II/ Special Teams Support Desk			
	TIME BASE / TENURE	CBID	WWG	COI
	P FT	R01	2	Yes [ ] No X
LOCATION	INCUMBENT		EFFECTIVE DATE	
Sacramento County				

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 Board of Parole Hearings (BPH) maintains a high performing parole hearing system to protect and preserve public safety through the exercise of its statutory authorities and policies while ensuring due process to all incarcerated persons who come under the jurisdiction of the BPH.

GENERAL STATEMENT

Under the direction of the Chief Counsel, the Analyst II: analyzes, tracks, and assists with the decision review process following a parole grant or denial. Completes important and sensitive work for the board including tracking, coordinating, and reviewing board investigations and assists with tasks required for the Legal Division's coordination of the monthly board meeting.

Docusign Envelope ID: 792D21B5-9449-85D9-80B6-71B2899C1BE1

% 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%	Work closely with Chief Counsel, Assistant Chief Counsels and attorneys to draft documents for each case being heard by the commissioners at the monthly board meeting to ensure legal conformity to statutory requirements. Creates and uploads electronic hearing packets for the BPH's commissioners. Collect and distribute written statements submitted for the monthly board meeting. Create and refine yearly calendars for hearing cases at the monthly board meetings. Assist Chief Counsels and attorneys during the executive board meeting, as needed.
20%	Update and review various calendars and attorney assignments for legal teams, including those involving the Americans with Disabilities Act, investigations, litigation, legislation, regulations, Public Records Act requests, and objections to comprehensive risk assessments. Interacts with the assigned attorney, update assignment-tracking spreadsheet, and ensures assignments are distributed evenly. Analyze, refine, and continue to innovate to make processes related to teams more efficient and easily understood.
15%	Analyze, track, and assist with the decision review process following a parole grant or denial, which may include confirming hearing dates, legal review deadlines, Governor's actions on cases, and release memo assignments. Facilitate release memo process by ensuring necessary documents have been gathered and uploaded to the Board's database system for review by attorneys for decision review and release memo processes. Ensures statutory and regulatory deadlines are met.
15%	Review letters from attorneys and incarcerated persons; analyze each letter to assess request and assign to correct team member for response in the Board Information Technology System (BITS). Draft, review, analyze, and edit correspondence. Analyzes and tracks requests for information, and compiles responsive documents in response to Public Record Act requests.
10%	Perform other analytical duties as required, attends training; attends meetings, prepares special projects, etc. Use Word, Excel, and PowerPoint to prepare, review, and edit reports and presentations for the legal division. Assists with research, collects data, and prepares statistical information for reports. Prepares and updates publications, maintains desk procedures, and assists with training schedule and preparation of training courses presented by the legal division. Acts as lead worker to provide guidance, training and technical assistance to the Analyst I, Legal Analyst and Executive Assistant in the Legal Division.
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

Docusign Envelope ID: 792D21B5-9449-85D9-80B6-71B2899C1BE1

- Example: 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

Docusign Envelope ID: 792D21B5-9449-85D9-80B6-71B2899C1BE1

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
Board of Parole Hearings	065-154-5393-811-815,918			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst II			
	WORKING TITLE			
Legal Division	Analyst II/ Document Creation and Review Desk			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Sacramento County				

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 Board of Parole Hearings (Board) maintains a high performing parole hearing system to protect and preserve public safety through the exercise of its statutory authorities and policies while ensuring due process to all incarcerated persons who come under the jurisdiction of the "the Board".

GENERAL STATEMENT

Under the direction of the Assistant Chief Counsel, the Analyst II performs the most complex analytical work in the Legal Division, including preparing executive case summaries for use in the decision review of a proposed grant of parole. The Analyst II also completes important and sensitive work for the Board including supporting specialized teams within the Legal Division.

Docusign Envelope ID: 792D21B5-9449-85D9-80B6-71B2899C1BE1

065-154-5393-811-815,918

% 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.
30%	Independently performs most complex analytical tasks including research, drafting, and preparation of Executive Case Summaries (ECS). ECS are prepared as part of the Board's statutorily required process to review every proposed grant of parole issued by a Board hearing panel. Preparation of the ECS requires gathering and interpreting an incarcerated person's criminal history, conduct in prison, and current commitments. Analyzes incarcerated persons' records to assemble the ECS in an easy-to-read highly structured format. Attends weekly team meetings to share knowledge with Assistant Chief Counsel and fellow employees on the ECS team. Independently reviews own work for grammar and spelling errors, chronological order, and conciseness.
20%	Serves in a lead role on the ECS team. Trains new employees on the team and provides additional or remedial guidance and training to existing members. Responsible for managing ECS team workload and ensuring ECSs are completed in accordance with statutory decision review timelines.
15%	Ensures ECSs drafted by other Legal Division employees are grammatically correct and free of spelling errors. Conveys precise and effective suggested revisions in a tactful and respective manner to fellow employees using common communication tools (Teams chat, email, meetings) and Microsoft Word. Makes recommendations to management and/or technical staff to streamline and refine ECS processes to complete expected workload and to improve efficiency.
10%	Supports teams within Board's Legal Division such as the regulation, Americans with Disabilities Act and legislative teams. Interacts with assigned attorneys, other Board staff outside of the Legal Division, and stakeholders to respond to questions about the Board's work (parole hearings, timelines, status of an incarcerated person within the hearing system) in a timely manner. Analyzes statutory, regulatory, and policy information to make sure that teams are functioning efficiently and deadlines and other requirements are met. Serves on team for monthly executive board meeting as needed for Chief Counsel and Assistant Chief Counsel..
10%	Performs tasks necessary to coordinate that statutory and regulatory deadlines for releasing an incarcerated person on parole are met. Acts as liaison between Board's Legal Division, incarcerated person's institution, and the Department of Adult Parole Operations to coordinate timely review of parole grant and release on parole.
10%	Performs other analytical duties using Word, Excel, and PowerPoint to prepare, review, and edit correspondence reports and presentations for Legal Division. Assists in reviewing and editing statistical reports for production in document requests including Public Records Act requests. Assists in drafting, reviewing, and editing publications, policies, and desk procedures. Assists with planning training schedule and preparation of training courses presented to Board employees. Provides guidance, training and technical assistance to others in the Board's Legal Division. Serves in a lead role for other administrative staff in Legal Division.
5%	Performing administrative duties including, but not limited to adhere to Department policies, rules and procedures; submitting administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit time sheets 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

Docusign Envelope ID: 792D21B5-9449-85D9-80B6-71B2899C1BE1

- Example: 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