DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Regional Human Resources Office – Central	CLASSIFICATION TITLE Analyst I				
	WORKING TITLE				
	COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO				
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 lead direction of the Analyst II and the supervision of the Supervisor I, Certification Unit, Regional Human Resources Office (RHRO) – Central, CCHCS, the incumbent has the responsibility for the coordination of less complex assigned classifications to expedite recruitment, interviewing and hiring to ensure compliance with court mandates. Interprets and applies a wide variety of Personnel laws, rules, policies, and processes in the performance of the various post-examination and certification functions. Provide backup coverage and may be required to travel to institutions within the region and/or other regional HR offices or headquarters.

% 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%	Reviews the less complex classification minimum qualifications (MQs); researches and analyzes applicants' experience and education from State Application and resume and/or Statement of Qualifications and the filing requirements using the appropriate classification specifications, the Selection Manual guidelines, internet websites and other resources. Contacts candidate and verifies additional information or clarification of experience and education to ensure the MQs for the classification are met. Refer withholds to CCHCS Examination Services and/or California Department of Human Resources (CalHR; formerly State Personnel Board [SPB] and the Department of Personnel Administration [DPA]) to process. Knowledgeable of resource materials such as the Selection Manual, SPB and CalHR Laws and Rules.

35%	Interprets and applies a wide variety of Personnel laws, rules, policies and processes in the performance of examination and certification functions. Works closely with the institution field liaison to coordinate interviews for assigned classifications. Order certification lists and mails out employment inquiries to list eligibles. Reviews and posts job postings to ensure salaries and content are appropriate. For lateral transfers, ensure all applicable CalHR transfer rules are met, and for list eligibles will determine reachable ranks. Closely analyze and review all applications to ensure MQs are met and screening criterion is applied appropriately. Notify eligible applicants of scheduled interview by telephone, mail, and/or electronic mail. Audit certification files to ensure all applicable laws and rules have been applied prior to closing file.
20%	Provides training, analytical guidance and assistance with the on-line examination and certification system to institutional Health Care and CCHCS field liaison staff. Collaborates with CCHCS Examination Services staff to resolve less complex analytical post-exam and certification issues. Monitors candidate changes to the on-line system to ensure completion. Perform reconciliation of error reports; audits system processes; identifies work flow problems affecting certification services.
10%	Attend required training and meetings as necessary. Provide backup coverage to other analysts in the unit. May assist in proctoring examinations on behalf of CCHCS Selection Services and CalHR. Travel may be required to institutions in the region, CCHCS headquarters and/or other regional HR offices. Performs other duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Grammar, spelling, punctuation, and modern English usage. *Ability to:* Interpret written material; edit written material; write effectively; analyze written and numerical data accurately, and follow oral and written instructions; clear and concise expression and oral presentations, written reports and correspondence. **DESIRABLE QUALIFICATIONS** *SPECIAL PERSONAL CHARACTERISTICS:* Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups. INTERPERSONAL SKILLS: Working independently in a team setting. A demonstrated ability to gain and maintain cooperative relations with those contacted during the course of work. *ADDITIONAL DESIRABLE QUALIFICATION:* Education equivalent to completion of the twelfth grade preferably with emphasis on courses in English composition and journalism. **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 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

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