DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-150-5157-841
UNIT NAME AND CITY LOCATED Business Operations Section Reproduction Services & Business Continuity 8260 Longleaf Drive Elk Grove, CA 95758	CLASSIFICATION TITLE Analyst I WORKING TITLE Analyst I

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☒	2	R01	Perm	Full-time

SCHEDULE (Telework may be available): 8:00 A.M. to 5:00 P.M. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8260 Longleaf Drive, Elk Grove
INCUMBENT (If known)	EFFECTIVE DATE

The California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

CDCR/CCHCS values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

CDCR and CCHCS are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for staff as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.

PRIMARY DOMAIN:

Under supervision of Supervisor I, Reproduction Services & Business Continuity, the Analyst I is responsible for performing the less complex technical and analytical administrative work in areas related to the records retention, invoice processing, and procurement management.

% 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%	Serves as the Records Management Coordinator for the CCHCS. Provide direction and guidance, working with every CCHCS program to ensure official records are managed and disposed of in a manner consistent with approved records and information management guidelines and procedures. Provide Leadership monthly status report tracking the progress for all Program retention schedules. Collaborate with Program leaders to identify and assign Records Management Assistant Coordinators (RMAC). Track Program RMAC and update the spreadsheet accordingly. Provide training to the RMACs, covering retention schedules, available resources, and tools for development. Attend monthly CalRIM Records Management Discussion Series and records management courses for ongoing professional development. Update the Lifeline site for Records Retention on available training, and completed schedules.
35%	Serves as a liaison to Acquisitions Management for tracking purchase requests. Provide

	recommendations for the procurement process regarding the purchase of supplies for the Elk Grove Campus, Reprographics unit, and the regional offices. Processes invoice payment using Business Information System program. Interprets payment laws, rules, and regulations to review invoices. Ensure invoices are submitted to accounting for payment in a timely manner. Follow up with Accounting and control agencies to resolve payment issues or disputes.
20%	Serve as the timekeeper for Business Operations Section. Responsible for collecting, auditing, and submitting time sheets to management for review and approval. Update staff on new practices and policies that impact the prompt processing of employee compensation and benefits. Train staff in the proper procedures in filling out a time sheet. Remind staff that time sheets are due.
5%	Assists with the confidential destruction and recycle programs for the CCHCS. Create procedures and guidelines on how documents will be sorted, transported, and the manner of destruction. Escort vendors. Performs other duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles, practices, and trends of public and business administration, management, a supportive staff services such as 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; gain and maintain the confidence and cooperation of those contacted during the course of work. **DESIRABLE QUALIFICATIONS** Strong analytical skills, decision-making, customer service, and interpersonal communication skills needed. Ability to multi-task and meet multiple deadlines in a timely manner is required. Excellent oral and written communication skills. Ability to conduct research and analysis utilizing available resources. Ability to work with staff at all levels in the organization. PC knowledge and knowledge of Microsoft applications such as Word, Excel, Outlook and Visio. Ability organize/prioritize workload to meet demands. Energetic, creative, flexible, positive, self-motivated, and conscientious. Must be dependable and reliable. Punctuality and good attendance are required. Demonstrated ability to act independently, open-mindedness, flexibility and tact. **OTHER DOMAINS** Not Applicable **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 25 pounds of force occasionally and/or a 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** Willingness as a learner to do routine or detailed work to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history,

	academic attainment, participation in school or other activities, or by well-defined occupation or vocation interests; and willingness and ability accept increasing responsibility. • 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	042-150-5393-841
UNIT NAME AND CITY LOCATED Business Operations Section Reproduction Services & Business Continuity 8260 Longleaf Drive Elk Grove, CA 95758	CLASSIFICATION TITLE Analyst II WORKING TITLE Analyst II

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☒	2	R01	Perm	Full-time

SCHEDULE (Telework may be available): 8:00 A.M. to 5:00 P.M. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8260 Longleaf Drive, Elk Grove
INCUMBENT (If known)	EFFECTIVE DATE

The California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

CDCR/CCHCS values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

CDCR and CCHCS are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for staff as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.

PRIMARY DOMAIN:	

Under direction of Supervisor I, Reproduction Services & Business Continuity, the Analyst II is responsible for performing the more complex technical and analytical administrative work in areas related to the records retention, invoice processing, and procurement management. The Analyst will apply project management methodologies that integrate with the records retention, invoice processing, and procurement management methodologies.

% 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%	Under direction, independently serves as the Records Management Coordinator for the CCHCS. Provide direction and guidance to every CCHCS program ensuring official records are managed and disposed of in a manner consistent with California State approved records and information management guidelines and procedures. Performs Record Retention Program evaluations, planning and assessment, and makes recommendations on program-related problems and solutions. Provide monthly status report tracking the progress for all Program retention schedules. Collaborate with CCHCS Programs to assign Records Management Assistant Coordinators (RMAC). Track Program RMAC and Program subject matter experts, update the spreadsheet accordingly. Provide training to the RMACs, covering retention schedules, available resources, and tools for development. Attend

	monthly CalRIM Records Management Discussion Series and records management courses for ongoing professional development. Update the Lifeline site for Records Retention including a centralized resource containing the Records Retention handbook, available training, and completed schedules.
35%	Under direction, liaise to Acquisitions Management to track purchase requests. Responsible for the procurement process regarding the purchase of supplies for the Elk Grove Campus, Reprographics unit, and the regional offices. Reviews, makes recommendations, and processes invoice payments using Business Information System program. Interprets payment laws, rules, and regulations to review invoices. Ensure invoices are submitted to accounting for payment in a timely manner. Follow up with Accounting and control agencies to resolve payment issues or disputes. Perform analytical duties related to budgeting, and develops and issues monthly reports.
20%	Serve as the timekeeper for Business Operations Section. Responsible for collecting, auditing, and submitting time sheets to management for review and approval. Update staff on new practices and policies that impact the prompt processing of employee compensation and benefits. Train staff in the proper procedures in filling out a time sheet. Remind staff that time sheets are due.
5%	Assists with the confidential destruction and recycle programs for the CCHCS. Create procedures and guidelines on how documents will be sorted, transported, and the manner of destruction. Escort vendors. Performs other duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles, practices, and trends of public and business administration, management, a supportive staff services such as 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; gain and maintain the confidence and cooperation of those contacted during the course of work. **DESIRABLE QUALIFICATIONS** Strong analytical skills, decision-making, customer service, and interpersonal communication skills needed. Ability to multi-task and meet multiple deadlines in a timely manner is required. Excellent oral and written communication skills. Ability to conduct research and analysis utilizing available resources. Ability to work with staff at all levels in the organization. PC knowledge and knowledge of Microsoft applications such as Word, Excel, Outlook and Visio. Ability organize/prioritize workload to meet demands. Energetic, creative, flexible, positive, self-motivated, and conscientious. Must be dependable and reliable. Punctuality and good attendance are required. Demonstrated ability to act independently, open-mindedness, flexibility and tact. **OTHER DOMAINS** Not Applicable **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 25 pounds of force

occasionally and/or a 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

Willingness as a learner to do routine or detailed work to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupation or vocation interests; and willingness and ability accept increasing responsibility.

- 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