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	065-230-5402-001			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	ANALYST III			
	WORKING TITLE			
Division of Rehabilitative Programs **Office of Academic and Career Development**	Special Assistant to the Superintendent			
	TIME BASE / TENURE	CBID	WWG	COI
	PERM/FT	R01	2	Yes ☒ ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
9260 Laguna Springs Drive Bldg E Elk Grove CA 95758				

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, career, and technical education for incarcerated persons, and comprehensive pre-release and post-release rehabilitative programs in the community to facilitate the successful reintegration of the individuals served back to their communities with the skills to thrive.

GENERAL STATEMENT

Under general direction of the DRP Superintendent, Correctional Education, the Analyst III monitors division performance measures and is responsible for the project management of complex division assignments. Provides advice and consultation to administrators on sensitive and complex matters including coordination with the Department of Finance, the Legislature, the Governor's Office,

and other external entities. The incumbent research, writes, tracks initiatives, problem solves, is proficient in Microsoft Word, Outlook, Excel, PowerPoint, Systems Applications and Products (SAP)/Business Information System (BIS) functionality, case management systems, and have the ability to learn CDCR proprietary software.

% 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.
40%	Tracks and supports administrative and quality management efforts. Follows-up with staff and management to ensure timely submission of assignments and that deliverables meet expectations. Provides status updates to the Superintendent on outcomes to administrative support and quality management projects and drills. Assists with coordinating DRP's funding requests, issue papers, executive briefs, and legislative reporting mandates. Coordinates responses and recommendations for various internal and external drills. Verifies reports utilizing data are accurate and presented in the appropriate context. Ensures all fiscal, personnel, procurement, and audit assignments are accurate, timely, and meet state and departmental guidelines. Reviews and suggests revisions to responses for legislative reports and to legislative staff, interest groups, and control agency inquiries. Recommends new or revised departmental policies, procedures, and contract requirements to improve the delivery of programs and services. Coordinates more complex, sensitive, and confidential drill submissions.
35%	Monitors the submission of communication and outreach materials, including, but not limited to: annual reports, program reference guides, fact sheets, quarterly bulletins/newsletters, and rehabilitative outreach efforts. Reviews audits and corrective action plans for completed staff work and compliance requirements. Delivers effective communication in meetings and through written correspondence. Collaborates with various program areas and divisional leadership to ensure staff are meeting administrative support and quality management requirements. Monitors penal code, regulation, departmental, Milestone Completion Credit, Education Merit Credit, and any other codes changes for completion. Attends various meetings and task forces with internal and external stakeholders on policy, program, and public safety issues. Assists with the implementation of process improvements for data gathering and reporting. Reviews and summarize proposals submitted for executive consideration. Verifies data submitted is accurate and consistent.
15%	Relays Superintendent direction to management and staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices. Reviews proposed legislation and advises the Superintendent on its possible impact on departmental programs.
10%	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 for vacancies. Performs other related duties, as required. Takes notes in meetings.

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.
- Up to 10% of travel may be required on occasion.

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