CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Correctional Policy Research and Internal Oversight	065-164-51393-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst II			
	WORKING TITLE			
Office of Internal Affairs Centralized Screening Team	Analyst II			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R01	2	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
1920 Birkmont Drive, Rancho Cordova, CA 95742				

CDCR'S MISSION and VISION

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

California Department of Corrections and Rehabilitation (CDCR) and the 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.

DIVISION OVERVIEW

The Office of Internal Affairs (OIA) is the entity within CDCR with the authority and responsibility to review, initiate, and investigate allegations of criminal or administrative misconduct. All investigations are conducted in a thorough, objective, impartial, and independent manner, to ensure justice and to maintain the integrity of CDCR.

GENERAL STATEMENT

The Analyst II is under the direction of the Supervisor I, Centralized Screening Team (CST). The Analyst II is responsible for independently performing technical and complex analytical staff work related to screening incarcerated person(s) grievances, including health care grievances, requests for reasonable accommodation, third-party complaints, and complaints from other

sources, for allegations of staff misconduct. Analytical responsibility includes complaint screening analysis and case management data entry. The incumbent also prepares reports, correspondence, and compiles statistical data.

% 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%	Independently works with all level of staff at locations to include all units within the Division of Adult Institutions, Division of Adult Parole Operations, Office of Internal Affairs, Office of Grievances/Appeals, and CDCR Headquarters to recommend response/action in a manner consistent with provisions of the Title 15, California Code of Regulations (CCR), Article 8, Appeals and Section 54100, Incarcerated/Supervised Persons Appeals of the Department Operations Manual (DOM), and the Court Ordered Armstrong, Clark, Madrid, and Plata Remedial Plans, Use of Force, and PREA regulations and policy. Complete screenings and routing decisions in the Allegation Against Staff Tracking System Work Queue. Ensure that grievances and complaints are appropriately logged and tracked from point of receipt, through processing and return to the sending hiring authority or designee.
35 %	Research topics related to incarcerated person(s) grievances and employee contractual issues to provide facts and documentation as needed. Review policies to ensure Staff Complaint information is maintained and forwarded to the hiring authority or designee for the completion of the CDCR Form 2140, internal Affairs Allegation Log, pursuant to DOM, Section 31140.13. Regularly review Administrative Bulletins, memorandums, Title 15 and DOM revisions and other official communication to maintain familiarity with institution/department operations, policies, and procedures
20%	Independently compile, research, and analyze data on allegation complaints received in CST from various source documents. Conduct interviews with incarcerated person(s) to clarify complaint information. As directed, may be tasked with collecting grievance data from the regional offices. Collects other analytical/statistical reports to support recommendations of the CST supervisors or Chief Deputy Administrator of the Office of Internal Affairs
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. Attend annual mandatory non-custody training and other job required training as needed.

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, nonemployees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- 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**

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DIVISION / UNIT	CLASSIFICATION TITLE			
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	WORKING TITLE			
Office of Internal Affairs Centralized Screening Team	Analyst I			
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more technical and complex work associated with the screening process. Analytical responsibility includes complaint screening analysis and case management data entry. The incumbent also assists the Supervisor I and other analytical staff in the preparation of reports, correspondence, and compiling statistical data.

% 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%	Assist in the analytical screening of incoming incarcerated person(s) grievances and third-party complaints of staff misconduct. Provides recommend response/action to the Supervisor I, CST in a manner consistent with provisions of the Title 15, California Code of Regulations (CCR), Article 8, Appeals and Section 54100, Incarcerated/Supervised Persons Appeals of the Department Operations Manual (DOM) and the Court Ordered Armstrong, Clark, Madrid, and Plata Remedial Plans, Use of Force, and PREA regulations and policy. Complete screenings and routing decisions in the Allegation Against Staff Tracking System Work Queue. Ensure that grievances and complaints are appropriately logged and tracked from point of receipt, through processing and return to the sending hiring authority or designee.
35 %	Assist in the research topics related to grievance issues to provide the Supervisor I, CST and the Captain, CST with facts and documentation as needed. Review policies to ensure Staff Complaint information is maintained and forwarded to the hiring authority or designee for the completion of the CDCR Form 2140, internal Affairs Allegation Log, pursuant to DOM, Section 31140.13. Regularly review Administrative Bulletins, memorandums, Title 15 and DOM revisions and other official communication to maintain familiarity with institution/department operations, policies and procedures. Review policies and procedures with SSM I to ensure appropriate understanding.
20%	Assist in compiling, researching, and analyzing data on allegation complaints received in CST from various source documents. Conduct interviews with incarcerated person(s) to clarify complaint information. As directed by the Supervisor I, may be tasked with collecting grievance data from the regional office. Collects other analytical/statistical reports as needed.
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. Attend annual mandatory non-custody training and other job required training as needed

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