

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-210-5393-827				
UNIT NAME AND CITY LOCATED Workforce Development – Elk Grove		CLASSIFICATION TITLE Associate Governmental Program Analyst				
		WORKING TITLE Data Analytics Analyst				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Building D, Elk Grove CA				
INCUMBENT (If known)		EFFECTIVE DATE				
YOU ARE A VALUED MEMBER OF THE CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES' (CCHCS) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CCHCS TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF CCHCS' MISSION.						
PRIMARY DOMAIN:						
Under the direction of the Staff Services Manager I (SSM I), California Correctional Health Care Services (CCHCS), Human Resources Division, Employment and Outreach, Workforce Development Unit, the Data Analytics Analyst performs complex analytical work in the evaluation, analysis, and reporting of recruitment and workforce development 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. <i>(Use addition sheet if necessary)</i>					
ESSENTIAL FUNCTIONS						
45%	Evaluate and assess strategic Human Resources (HR) efforts utilizing descriptive, diagnostic, predictive, and/or prescriptive analytics approach, as needed. Develop tools (surveys, data tracking spreadsheets, dashboards, etc.) to gather, research, and analyze information pertaining to the implementation of various HR recruitment and workforce development/retention strategies. Review, classify, and record data in preparation for analysis. Monitor and evaluate data collection progress and performance, such as response rate calculations. Prepare data for processing by organizing information, checking for inaccuracies, and adjusting and weighting the raw data, if needed. Review and report on current workforce demographics and workforce planning efforts. Analyze and interpret statistical data to identify significant differences in relationships among sources of information. Compile data, and develop graphs and/or charts to demonstrate recruitment and workforce development/retention efforts. Evaluate current, applicable economic and labor market data to assist in identifying potential future areas of concern. Utilize a project management approach with specific timeframes identified, responsible parties, milestones, etc.					
40%	Develop various annual, quarterly, and/or monthly reports that provide a complete and comprehensive overview of findings, in addition to a detailed narrative with supporting graphical displays of HR data. Present data as needed to appropriate groups. Provide recommendations for improvements of recruitment and workforce development/retention services. Conduct research in areas specific to HR and participate in the creation of and data collection for HR-related metrics					

<p>15%</p>	<p>designed to assess the value of the HR services offered to CCHCS' customer base. Develop ad hoc reports on an as needed basis. Maintain awareness of trends in HR data reporting and analysis. Research data analysis and reporting platforms and ensure competency by attending trainings and conducted research.</p> <p>Create and process purchase requisitions as requested, and enter recruitment data into tracking logs on a monthly basis. Assist in the development of internal policies and procedures. Maintain assigned databases. Independently analyze and prepare technical documents such as contracts and service agreements, as needed. Perform other related duties as required.</p>	
	<p>KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective leadership.</p> <p><i>Ability to:</i> 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 both orally and in writing; 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; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p>SPECIAL PERSONAL CHARACTERISTICS Demonstrated ability to act independently, open-mindedness, flexibility, and tact. Work well independently and in a team setting. Ability to multi-task; track projects and monitor deadlines, work well under deadlines, taking appropriate action to ensure timeframes for various activities are met. Have excellent problem solving skills. Learn how to use various design software programs.</p> <p>DESIRABLE QUALIFICATIONS Experience in survey development, advanced level statistical analysis, familiarity with SPSS, basic research methodology, and principles of measurement.</p> <p><u>Core Competencies</u> Adaptability and Flexibility Communication Customer/Client focus Professionalism Diagnostic information gathering Project Management Initiative Technical/Professional Knowledge and Skills Work Standards/Quality Orientation/Thoroughness</p> <p>SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force, with or without reasonable accommodation. Involves sitting most of the time, but may involve walking or standing for brief periods of time; packing and carrying presentation items.</p>	
<p>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></p>		
<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></p>		

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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