|  |  |  |
| --- | --- | --- |
| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** |  | PROPOSED |
| POSITION DUTY STATEMENT |  |
|  |  | X | CURRENT |
|  |  |
| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | **POSITION NUMBER (Agency-Unit-Class-Serial)** | **MCR / HCR** |
| Correctional Policy Research and Internal Oversight | 048-202-5157-002 | 1/H |
| **DIVISION / UNIT** | **CLASSIFICATION TITLE** |
|  Peace Officer Selection and Employee DevelopmentOffice of Peace Officer SelectionNorthern Selection CenterBackground Investigation Unit | Staff Services Analyst |
| **WORKING TITLE** |
| Staff Services Analyst  |
| **TIME BASE / TENURE** | **CBID** | **WWG** | **COI** |
| FT/P | R01 |  | Yes [ ]  No [x]  |
| **LOCATION** | **INCUMBENT** | **EFFECTIVE DATE** |
| Goethe Rd, Sacramento 95827 |  |  |
| **CDCR’S MISSION and VISION** |
| **Mission -** We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.**Vision -** We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. |
| **COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION** |
| The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments. |
| **DIVISION OVERVIEW** |
| Office of Peace Officer Selection (OPOS) – Conducts recruitment, testing (written and physical fitness testing), background investigations including Live Scan, and psychological and medical screening for all peace officer applicants with the Department, including: * Entry-level peace officers
* Individual Service Request
* Re-instatement
* Outside agency peace officers
 |
| **GENERAL STATEMENT** |
| Under the supervision of the Staff Services Manager I (SSMI), the Staff Services Analyst, General (SSA) is the primary resource for performing a variety of assignments that require entry and first-level computer analysis skills and familiarity with basic data structures. The SSA performs a variety of entry level analytical and technical duties. The incumbent provides analytical support to the Office of Peace Officer Selection (OPOS) staff relative to the daily operation of the Background Investigation Unit (BIU). The SSA will operate congruently within organizational culture, values, and vision.  The SSA will support and promote a positive work environment and productive relationships with all staff and stakeholders of the California Department of Corrections and Rehabilitation (CDCR) in an ethical and professional manner. Duties include but are not limited to: |
| **% 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 with creating queries for the OPOS in the Tree and other databases, performs a variety of tasks that support the BIU applicant Electronic Statement of Personal History (eSOPH) system including maintaining and configuring applicants’ access into the system, help desk support, troubleshooting, and create and provide data reports on an as needed basis. Conducts data analysis using multiple approaches to evaluate and analyze data related to candidate application and processing; and act as a liaison for intake requests for complex data reports for the OPOS. On a regular basis, incumbent completes assignments involving multiple tasks, single significant functions, or multiple data processing functions. Includes writing reports, developing detailed specifications, analyzing data and situations, reasoning logically and creatively, developing solutions, and documenting procedures and programs. Preparation and maintenance of Microsoft Excel spreadsheets, pivot tables, tracking sheets, Microsoft Access databases, forms development, web based server reports, such as; Total Production Summary, Testing unit, Recruitment unit, BIU clearance rate and other documents related to Correctional Officer, Youth Correctional Officer, Youth Correctional Counselor and Parole Agent I, (Adult Parole) candidate processing. Coordinate the development of educational and informational tools utilized during the peace officer selection process as well as training tools utilized for staff development within the unit. Assist staff and management on various specialized projects. |
| 25% | Assist with evaluation and investigation of file disclosure requests made by internal CDCR offices, external agencies, and/or peace officer applicants. Use judgment to interpret and consistently apply statues, regulations, policy and procedures to ensure disclosed information is in compliance with: the Information Practices Act, the BIU Disclosure Procedures Manual, applicable statutes, regulations, policies, and guidelines. Assist in formulating responses to requesting agency when information is not approved for disclosure. Utilize and maintain multiple BIU and archive databases to ensure BIU files are archived, retrieved, retained, and destroyed according to OPOS records retention schedule and are in compliance with applicable statutes, regulations, policies, and guidelines. Function as back-up Records Liaison between BIU, State Records Center (SRC) and the CDCR State Records Coordinator on issues related to the BIU file retention and retrieval. Assist with coordinating and monitoring law enforcement agency staff during file review ensuring disclosure protocol for reviewing the file is conducted appropriately. |
| 20% | Assist with responding to State Personnel Board (SPB) Appeals initiated by peace officer applicants withheld during the background investigation process. Maintain a log/tracking system for SPB appeal notices. Formulate responses to the SPB analyst requesting additional information for the appeal. Under supervision, review and analyze requested documents and ensure disclosure requirements are consistently followed. Maintain confidentiality of all background investigation files. |
| 10% | Assist in conducting peace officer applicant Personal History Update (PHU) phone interviews. Cross-check all information provided by peace officer applicants during the PHU phone interview with initial information provided in the applicant’s background investigation report. Evaluate and document the findings of negative, discrepant, missing, and/or significant information provided by the applicants during the PHU phone interview. Report and consult with BIU staff regarding pertinent PHU interview findings. Assess background documents in order to conduct analysis of PHUs, including auditing applicant’s background documents for any changes/updates to ensure all required investigative documents are up-to-date and accurate for submission to the Senior Investigator for review prior to academy assignment. Research multiple databases in order to provide peace officer applicants with requested information and to research for discrepancies with selection component documentation.  |
| 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. Serve as backup to other BIU analytical staff as needed for background investigations. Other job related duties as assigned.  |
| **SPECIAL REQUIREMENTS** |
| * CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, 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 time line goals, and varying degrees of negative financial impacts to the department.
 |
| **TO BE REVIEWED AND SIGNED BY 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** |
|  |  |  |