

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Internal Affairs		POSITION NUMBER (Agency-Unit-Class-Serial) 065-165-5157-XXX		MCR / HCR
DIVISION / UNIT Headquarters		CLASSIFICATION TITLE Staff Services Analyst		
		WORKING TITLE Special Assistant		
		TIME BASE / TENURE Perm/FT	CBID R01	WWG
LOCATION Sacramento County		INCUMBENT		EFFECTIVE DATE

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.

CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.

DIVISION OVERVIEW

The Office of Internal Affairs is the entity within CDCR with the authority and responsibility to review, initiate, and investigate allegations of employee criminal or administrative misconduct. All allegations of employee misconduct are screened and analyzed to ensure fairness and consistency throughout the state. All investigations are conducted in a thorough, objective, impartial, and independent manner, to ensure justice and to maintain the integrity of the California Department of Corrections and Rehabilitation.

GENERAL STATEMENT

Under the direction of the Assistant Deputy Director (ADD), Office of Internal Affairs (OIA), the Staff Services Analyst (SSA) serves as a Special Assistant to the ADD within OIA. With assistance, the SSA researches and makes recommendations to the ADD on a multitude of matters including, but not limited to: legislation, litigation, policies, procedures, and program direction relative to the Department's mission. The incumbent is dedicated to achieving individual, team, and organizational goals through research, time management, data analysis, focused communications, teamwork, and continuous process improvement. The incumbent is expected to exercise good judgment, communicate effectively, and always portray a professional and positive demeanor.

% 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%	Assists with coordinating a variety of critical, time-sensitive assignments on behalf of the ADD. Completes the less complex special projects and assignments for OIA. Assists with conducting confidential research for the organization to support OIA's mission. Regularly communicates with the ADD to provide updates on highly confidential matters. Researches and completes sensitive, complex, and/or confidential special assignments and projects related to all aspects within OIA. Assists with research and business process analyses to improve workflow processes. Recommends program alternatives by assessing current program procedures with guidance from management. Outlines recommendations and responses for the less complex program issues. Collaborates with team members in the planning and development of special projects. Drafts and revises internal procedures to ensure program compliance with applicable policies. Works with management to create program efficiencies through innovation. Regularly communicates with the ADD to assist with and provide updates on matters that are confidential and of significance to OIA and/or CDCR.

30%	Responsible for communicating with internal and external entities, to include executive CDCR personnel, on behalf of the ADD. Assists with maintaining a management information system to track special assignments and correspondence. Prepares reports for the ADD regarding meetings, commitments, and assignments. Reviews reports and proposals for quality content and policy issues and provides recommendations for implementation and evaluation. Researches, analyzes, and prioritizes information for use in briefings and/or reference material at executive staff meetings. Ensures timeliness, accuracy, and professional completeness of staff work. Presents and assists with addressing issues and concerns regarding policy/procedures, while providing information to OIA regions on behalf of the ADD and/or Chiefs. Regularly conducts audits. Develops, tracks, analyzes, and submits statistical and/or advisory reports to and/or on behalf of the ADD. Aids in the creation of audits and manual reviews. Assists with the development of procedures to enhance services and streamline processes. Reviews and updates reference material to include instruction manuals, handbooks, and informational documents for various areas in OIA. Regularly monitors and tracks essential project data from various sources to ensure materials are consistent with business processes. Prepares and generates reports, memorandums, letters, charts, and other documents for assigned projects.
20%	Facilitates conference calls with hiring authorities, the Office of Inspector General, and other internal and external stakeholders, and offices. Assists with the preparation of agendas, minutes, and action item reports. Follows-up to ensure action items are completed timely. Participates in workgroups to develop and improve internal processes and procedures to optimize program services. Represents OIA in departmental meetings regarding special projects and assignments, as needed. Provides updates to management and executive leadership on a regular basis. Assists with the development of OIA lesson plans.
5%	Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, travel, and training in a timely and appropriate manner; accurately reports time, and submits timesheets by the due date.
5%	Performs other duties as required.

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 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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CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Internal Affairs		POSITION NUMBER (Agency-Unit-Class-Serial) 065-165-5393-XXX		MCR / HCR	
DIVISION / UNIT Headquarters		CLASSIFICATION TITLE Associate Governmental Program Analyst			
		WORKING TITLE Special Assistant			
		TIME BASE / TENURE Perm/FT	CBID R01	WWG	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION Sacramento County		INCUMBENT		EFFECTIVE DATE	

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GENERAL STATEMENT

Under the direction of the Assistant Deputy Director (ADD), Office of Internal Affairs (OIA), the Associate Governmental Program Analyst (AGPA) serves as a Special Assistant to the ADD within OIA. The AGPA independently researches and makes recommendations to the ADD on a multitude of matters including, but not limited to: legislation, litigation, policies, procedures, and program direction relative to the Department's mission. The incumbent is dedicated to achieving individual, team, and organizational goals through research, time management, data analysis, focused communications, teamwork, and continuous process improvement. The incumbent is expected to exercise good judgment, communicate effectively, and always portray a professional and positive demeanor.

% 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%	Coordinates a variety of critical, time-sensitive assignments on behalf of the ADD. Independently completes special projects and assignments for OIA. Conducts confidential research for the organization to support OIA's mission. Regularly communicates with the ADD to provide updates on highly confidential matters. Researches and completes sensitive, complex, and/or confidential special assignments and projects related to all aspects within OIA. Assists with research and business process analyses to improve workflow processes. Independently assesses and recommends program alternatives. Outlines recommendations and responses for complex program issues. Collaborates with team members in the planning and development of special projects. Drafts and revises internal procedures to ensure program compliance with applicable policies. Works with management to create program efficiencies through innovation. Regularly communicates with the ADD to assist with and provide updates on matters that are confidential and of significance to OIA and/or CDCR.

30%	Responsible for communicating with internal and external entities, to include executive CDCR personnel, on behalf of the ADD. Maintains a management information system to track special assignments and correspondence. Prepares reports for the ADD regarding meetings, commitments, and assignments. Reviews reports and proposals for quality content and policy issues and provides recommendations for implementation and evaluation. Researches, analyzes, and prioritizes information for use in briefings and/or reference material at executive staff meetings. Ensures timeliness, accuracy, and professional completeness of staff work. Presents and assists with addressing issues and concerns regarding policy/procedures, while providing information to OIA regions on behalf of the ADD and/or Chiefs. Regularly conducts audits. Develops, tracks, analyzes, and submits statistical and/or advisory reports to and/or on behalf of the ADD. Aids in the creation of audits and manual reviews. Assists with the development of procedures to enhance services and streamline processes. Reviews and updates reference material to include instruction manuals, handbooks, and informational documents for various areas in OIA. Regularly monitors and tracks essential project data from various sources to ensure materials are consistent with business processes. Prepares and generates reports, memorandums, letters, charts, and other documents for assigned projects.
20%	Facilitates conference calls with hiring authorities, the Office of Inspector General, and other internal and external stakeholders, and offices. Independently prepares agendas, scribes minutes, and prepares action item reports. Follows up to ensure action items are completed timely. Participates in workgroups to develop and improve internal processes and procedures to optimize program services. Represents OIA in departmental meetings regarding special projects and assignments, as needed. Provides updates to management and executive leadership on a regular basis. Serves as a subject matter expert to represent OIA in the development and/or instruction of CDCR lesson plans.
5%	Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, travel, and training in a timely and appropriate manner; accurately reports time, and submits timesheets by the due date.
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