

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-261-5393-800		MCR / HCR 1
DIVISION / UNIT Business Services Division Personnel		CLASSIFICATION TITLE Associate Governmental Program Analyst		
		WORKING TITLE AGPA-Position Control		
		TIME BASE / TENURE R01	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 6/1/2023	INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
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				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Incumbents are assigned to work on a broad range of governmental and managerial problems that may be interdisciplinary in nature. Incumbents may be assigned to work as field representatives in complex and controversial intergovernmental negotiations. Incumbents conduct and/or review analytical studies and surveys; formulate procedures, policies, and program alternatives; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation and advise management on the impact or potential impact; may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects; represent the State or a given department as assigned; and perform other related duties.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Staff Services Manager I, the Associate Governmental Program Analyst is required to perform program and policy analysis, and develop, implement, review and maintain the more complex and highly technical position control functions, and retention policies, processes, and procedures in support of the California Department of Corrections and Rehabilitation (CDCR), Richard J. Donovan Correctional Facility (RJDCF).The incumbent will be required to analyze data and situations; reason logically and creatively; identify problems, apply creative thinking, draw valid conclusions, and develop effective solutions. The incumbent is expected to know and apply knowledge about the organization's customers, stakeholders, business priorities and environment in order to complete work assignments in an effective, accurate and timely manner. The incumbent may also act as the Classification and Pay Analyst during the absence of the Associate Governmental Program Analyst. Duties include, but are not limited to the following:				
% 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.			
30%	Complete formal or informal special projects, analytical studies or other assignments as requested by management. Evaluate and lead the personnel position control program to ensure stated goals and objectives are met. Research, write and make recommendations on policy, procedures, methodologies and standards. Research and analyze personnel related issues and develop recommendations regarding those issues. Responsible for analyzing the Periodic Position Control Report for discrepancies related to employee appointments/positions. Responsible for ensuring that all established positions or position changes are entered and maintained in the Organizational Management area of the Business Information System. Responsible for clearing T-Log errors related to position control which is generated in BIS. Coordinate the Institution's response to personnel related			

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	<p>issues. Develop and prepare miscellaneous reports as a result of special projects, interprets written material and prepares statistical analysis. Responsible for reconciling positions with the Assignment Time Management (ATM) office. Prepare quarterly reconciliation reports to be presented to the Program Support Unit. Provide analytical support to Business Services Office as needed. Researches historical issues as needed. Attends meetings, edits written material, and responds to all position control inquiries.</p>
30%	<p>Oversee the development of classification and organizational structure reviews. Prepare personnel status reports and correspondence. Provide statistical information to management on personnel management trends/challenges. Prepare documents to fill vacancies, upgrade or reclassify positions. Assist Personnel Manager in developing and administering personnel policies and procedures. Prepares position review using duty statements, specification sheets, and organizational charts to submit to management to ensure appropriate allocations and standards have been met or request special allocations and/or reorganizations.</p>
15%	<p>Independently inform and issue summary reports to the hiring authority as required. Identify known and potential vacancies in key positions and evaluate and develop an institutional succession plan; develop strategies for addressing institutional needs. Revise duty statements when appropriate; revises and/or updates the organizational charts. Reviews all Request for Personnel Action (CDC 647-A) packages, including, but not limited to, Approval to Appoint requests, Freeze Exemption Requests, Individual Service Requests, Provisional Hires and Institutional Worker Supervision Pay (IWSP).</p>
15%	<p>Assure Institution alignment with all Departmental and Control Agency policies and reporting requirements. Monitor Departmental and Control Agency requirements and changes to Departmental and Control Agency requirements. Report findings to management.</p>
10%	<p>Participate in task force groups and meetings addressing personnel issues. Promote effective team relationships. Attends meetings, seminars, conferences, and all required training. Attends mandatory In-Service Training classes and participates in staff meetings. Perform other related duties as required by management. The incumbent may also act as the Classification & Pay Analyst or Institutional Personnel Officer during his/her absence. Perform other related duties as required by management.</p>

SPECIAL REQUIREMENTS		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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 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
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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 Business Services Division Personnel – Position Control		CLASSIFICATION TITLE Staff Services Analyst		
		WORKING TITLE Staff Services Analyst/Position Control		
		TIME BASE / TENURE	CBID	WWG
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 10/1/2023	INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

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Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

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DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

This specification describes a recruiting and developmental multi-range class used throughout state service to perform a broad range of interdisciplinary activities consisting primarily of analytical, consultative, and specialized evaluative tasks related to the administration of state programs such as providing program evaluation; development; budgeting; planning; training; management; and personnel analysis.

Under supervision, incumbents may audit, calculate, gather, tabulate, compile, reconcile, interpret, and analyze data and other materials; develop creative solutions, provide recommendations and develop procedures; plan, implement, monitor, forecast, and evaluate assignments, projects and program initiatives; conduct administrative compliance reviews and field evaluations; plan, implement, and conduct training; respond to public complaints and inquiries; coordinate with colleagues, coworkers, management, and/or other stakeholders to perform various tasks; plan and perform administrative analysis; review and analyze proposed legislation and advise management on the potential impact; conduct eligibility analysis, contract/grant administration, and case management activities; and other program analysis. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures.

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Staff Services Manager I, the Staff Services Analyst is required to perform program and policy analysis, and develop, implement, review and maintain the more complex and highly technical position control functions, and retention policies, processes, and procedures in support of the California Department of Corrections and Rehabilitation (CDCR), Richard J. Donovan Correctional Facility (RJDCF). The incumbent will be required to analyze data and situations; reason logically and creatively; identify problems, apply creative thinking, draw valid conclusions, and develop effective solutions. The incumbent is expected to know and apply knowledge about the organization's customers, stakeholders, business priorities and environment in order to complete work assignments in an effective, accurate and timely manner. The incumbent may also act as the Classification and Pay Analyst during the absence of the Associate Governmental Program Analyst. Duties include, but are not limited to the following:

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30%	Complete formal or informal special projects, analytical studies or other assignments as requested by management. Evaluate and lead the personnel position control program to ensure stated goals and objectives are met. Research, write and make recommendations on policy, procedures, methodologies and standards. Research and analyze personnel related issues and develop recommendations regarding those issues. Assist with the coordination of the Institution’s response to personnel related issues. Prepare reports and written evaluations as requested.
30%	Assist management in the development of classification and organizational structure reviews. Prepare personnel status reports and correspondence. Provide statistical information to management on personnel management trends/challenges. Prepare documents to fill vacancies, upgrade or reclassify positions. Assist Personnel Manager in developing and administering personnel policies and procedures.
20%	Assist management in compiling information and issuing summary reports to the hiring authority as required. Identify known and potential vacancies in key positions and evaluate and develop an institutional succession plan; develop strategies for addressing institutional needs.
10%	Collaborate with management in assuring Institution alignment with all Departmental and Control Agency policies and reporting requirements. Monitor Departmental and Control Agency requirements and changes to Departmental and Control Agency requirements. Report findings to management.
10%	Participate in task force groups and meetings addressing personnel issues. Promote effective team relationships. Participate in Division meetings. Attend meetings, seminars, conferences, and all required training. Perform other related duties as required by management.

<p>SPECIAL REQUIREMENTS</p> <ul style="list-style-type: none"> • CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison inmates, visitors, non-employees, and employees shall be made aware of this. •

<p>CONSEQUENCE OF ERROR</p> <ul style="list-style-type: none"> • 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. •
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<p>EMPLOYEE’S STATEMENT:</p> <ul style="list-style-type: none"> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i> 		
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