

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) 030-261-5157/5393-807		MCR / HCR 1
DIVISION / UNIT Administrative Services Administration – Use of Force		CLASSIFICATION TITLE Associate Governmental Program Analyst/ Staff Services Analyst (General)		
		WORKING TITLE Associate Governmental Program Analyst/ Staff Services Analyst (General)		
		TIME BASE / TENURE	CBID R01	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 8/1/2024	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 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.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Chief Deputy Warden, the Associate Governmental Program Analyst (AGPA)/Staff Services Analyst (SSA) (General) will function as the Incident Coordinator for the Richard J. Donovan Correctional Facility (RJDCF). The AGPA/SSA will support and monitor the implementation of the Use of Force Policy at the RJDCF and provide the continuity needed to maintain the accuracy, consistency, and integrity of data gathered. The recognizable objective in reviewing an incident is to bring closure, which includes a review of the actions of staff prior to the use of force, during the use of force and following the use of force for appropriateness. The incumbent will schedule and chair Executive Review Committee meetings, review documents, identify training needs, gather data, and prepare weekly, monthly, and quarterly reports as required. This position will act as the institutional liaison with the Associate Director; develop and maintain a tracking and logging system for all CDCR 837 Crime/Incident Reports for all classifications. While there are procedures, analysis of incident packages also focuses on the judgements of staff				

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that lead to the use of force, which requires considerable discretion on a case-by-case basis. The coordinator presents identified issues, in writing and verbally, to the Executive Review Committee. 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%	Analyze the components that define an incident, such as, but not limited to: use of restraints; the application of lethal or less-lethal force; comparison of injuries, as noted on medical reports, as being consistent with the force used; compliance with mandatory training on the use of force. The SSA/AGPA will review CDCR 837 staff supplemental reports, making comparisons to ensure all staff involved have submitted reports and have explicitly identified their actions or the actions of others. Review videotapes and evidence photographs for consistency with the incident as reported. Assist with the Preparation of an analysis of each incident for management review identifying common factors such as gang elements, racial divisions, group alliances, types of weapons, etc., and discuss the analysis completed on each incident with the use of force committee.
30%	Perform delegated assignments relative to the use of force policy. Review, analyze, and make recommendations on staff reports and correspondence prior to the Chief Deputy Warden or Warden’s endorsement. Coordinate and track the In-Cell Assault Reviews.
20%	Chair meetings relative to the executive review of the use of force process. The SSA/AGPA will analyze and compile data and determine trends by producing spreadsheets, graphs, and charts on the types of force used. Incorporate use of force data for monthly/quarterly management reports. Such analysis will be utilized to alert staff on certain patterns of the yard environment that may provide a warning that an incident is imminent.
05%	Participates in management and institutional staff training on the use of force policy changes. Assist with the coordination of In-Service Training to ensure use of force policy changes are incorporated in appropriate lesson plans. The SSA/AGPA will be available to give assistance to staff in the preparation of incident reports.
05%	Participate in appropriate In-Service Training; perform other related duties as required and assigned.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, visitors, non-employees, 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 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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