

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Program Support		POSITION NUMBER (Agency-Unit-Class-Serial) 065-227-5393-876		MCR / HCR	
DIVISION / UNIT DRP/ Learning Management System Delivery Unit		CLASSIFICATION TITLE Associate Governmental Program Analyst			
		WORKING TITLE Associate Governmental Program Analyst			
		TIME BASE / TENURE PERM/FT	CBID R01	WWG	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION HQ		INCUMBENT		EFFECTIVE DATE	
CDCR'S 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.					
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					
Under the direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) performs a wide variety of professional and more complex assignments, as well as, distribution and monitoring of content on multiple Learning Management Systems (LMS) for the Division of Rehabilitative Programs (DRP) Media Section, Learning Management System Delivery Unit.					
GENERAL STATEMENT					
The incumbent is expected to work collaboratively, as well as independently; demonstrate strong written and verbal communication skills and be able to communicate effectively with stakeholders at all levels. The incumbent is expected to have the ability to act as project lead, develop course content, write and/or generate reports, and create presentations for internal and external stakeholders.					
% of time performing duties					
35%		ESSENTIAL FUNCTIONS Completes a wide variety of more complex analytical assignments for development, curation of content, implementation, maintenance, and support of the Learning Management System (LMS). Responsibilities will include participation in the analysis of user needs, systems analysis, functional and detailed design, documentation, testing, installation activities, evaluation, user support, and training.			
30%		Work with internal and external stakeholders on potential content development and user rights. Supports onboarding of new sites, new users, and courses. Assess courses for technical specifications, images, external links, use of groups, conversations, etc. Manage email box and system use analytics. Research new content and build new courses for testing purposes.			
20%		Coordinate with Enterprise Information Services on technical specifications within classrooms, onboarding, whitelisting websites, etc.			

10%	Conducts surveys, data collection analysis and reporting, time sensitive data uploads, and researches best practices for Learning Management System operations.
5%	MARGINAL FUNCTIONS 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.

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.

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
---------------------------	------------------------	------

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Program Support		POSITION NUMBER (Agency-Unit-Class-Serial) 065-227-5157-876		MCR / HCR	
DIVISION / UNIT DRP/ Learning Management System Delivery Unit		CLASSIFICATION TITLE Staff Services Analyst			
		WORKING TITLE Staff Services Analyst			
		TIME BASE / TENURE PERM/FT	CBID R01	WWG	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION HQ		INCUMBENT		EFFECTIVE DATE	
CDCR'S 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.					
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					
Under the supervision of the Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) performs a wide variety of professional and less complex assignments, as well as, distribution and monitoring of content on multiple Learning Management Systems (LMS) for the Division of Rehabilitative Programs (DRP) Media Section, Learning Management System Delivery Unit.					
GENERAL STATEMENT					
The incumbent is expected to work collaboratively, as well as independently under supervisory guidance; demonstrate strong written and verbal communication skills and be able to communicate effectively with stakeholders at all levels. The incumbent is expected to have the ability to support project leads on less complex projects, act as project lead on small projects, develop course content, write and/or generate reports, and create presentations for internal and external stakeholders under the guidance of the SSMI.					
% of time performing duty					
ESSENTIAL FUNCTIONS					
35%	Completes a wide variety of general analytical assignments for development, curation of content, implementation, maintenance, and support of the Learning Management System (LMS). Responsibilities will include participation in the analysis of user needs, systems analysis, functional and detailed design, documentation, testing, installation activities, evaluation, user support, and training. Supports senior analysts and management on a variety of assignments as needed.				
30%	Work with internal and external stakeholders on potential content development and user rights. Supports onboarding of new sites, new users, and courses. Assess courses for technical specifications, images, external links, use of groups, conversations, etc. Manage email box and system use analytics. Research new content and build new courses for testing purposes				
20%	Provides assistance with Enterprise Information Services on technical specifications within classrooms, onboarding, whitelisting websites, etc.				

10%	Conducts surveys, data collection analysis and reporting, time sensitive data uploads, and researches best practices for Learning Management System operations.
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.

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.

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
---------------------------	------------------------	------