

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
 POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Adult Parole Operations (DAPO)		POSITION NUMBER (Agency-Unit-Class-Serial) 061-002-5393-700		MCR / HCR 1
DIVISION / UNIT Division Training Unit		CLASSIFICATION TITLE Associate Governmental Program Analyst		
		WORKING TITLE		
		TIME BASE / TENURE FT/Perm	CBID R01	WWG 2
LOCATION Sacramento		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.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

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

Under the direction of the Staff Services Manager I, Division of Adult Parole Operations (DAPO) Division Training Unit (DTU), the Associate Governmental Program Analyst (AGPA) performs a variety of analytical and technical duties for the planning and coordination of DAPO's Basic Parole Agent Academy (BPAA) and division-wide training. The AGPA will support and promote a positive work environment and productive relationships with all staff and stakeholders of the California Department of Corrections and Rehabilitation 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%

ESSENTIAL FUNCTIONS

- Assist with the planning of each BPAA session.
- Utilize the Business Information Systems (BIS)/Learning Management System (LMS) to input training records and prepare, review and analyze positive, negative and personnel training reports.
- Analyze personnel training reports and make recommendations to enhance the delivery, location, and scope of current training programs.
- Attend meetings with the Office of Training and Professional Development regarding the BPAA and the Division training needs.
- Review and edit lesson plans, training curriculum, PowerPoint presentations, and handouts used in training.
- Coordinate with DAPO and other departmental staff to gather information on subject matter, subject matter experts, instructors, materials to properly train parole agents in the field.

30%	<ul style="list-style-type: none"> Review training materials to ensure adherence to control agency mandates, civil service laws and rules, and departmental policies and procedures. Assist with the development and maintenance of division-wide training projects. Review and analyze the DTU’s budgetary needs and cost projections related to equipment, materials, venues, and future service related contracts. Develop budget concept statements and budget change proposals as needed. Review and complete Purchase Requisitions for equipment, training materials, office supplies, and other items related to the BPAA and/or the Division. Draft contracts with vendors and provide support to vendors and contractors providing services. Monitor contracts for compliance and payment. Conduct research and evaluate large ticket items prior to purchasing. Maintain inventory systems for DAPO equipment and supply orders. Coordinate the work of guest instructors. Coordinate the BPAA schedule relative to classroom assignment instructors and courses. Verify hours of visiting instructors. Collect and review travel claims from students and visiting instructors.
20%	<ul style="list-style-type: none"> Assist in facilitating and coordinating new, quarterly, and annual training courses. Assist with the development of training resources, job shadowing, and mentoring programs. Conduct training as an instructor as needed. Prepare reports and training updates as requested by administrative and executive staff. Participate in division work groups and committees as needed.
10%	<ul style="list-style-type: none"> Review and evaluate various media authoring software/hardware and prepare analytical reports for training program improvements. Complete other duties and assignments as directed by the Staff Services Manager I. Complete required departmental training.
<p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> Highly motivated individual who enjoys challenges and working in a fast paced, professional environment. Possess excellent work habits and ability to work independently and as a team member. Excellent verbal and written communication skills. Excellent attendance and dependability. Training for Trainers (T4T) certified. Excellent organizational and problem-solving skills. 	

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 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*

POSITION NUMBER (Agency – Unit – Class – Serial)

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- 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 Division Training Unit		CLASSIFICATION TITLE Staff Services Analyst		
		WORKING TITLE		
		TIME BASE / TENURE FT/Perm	CBID R01	WWG 2
LOCATION Sacramento		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				
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DIVISION OVERVIEW				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Staff Services Manager I, Division of Adult Parole Operations (DAPO) Division Training Unit (DTU), the Staff Services Analyst (SSA) performs a variety of analytical and technical duties for the planning and coordination of DAPO's Basic Parole Agent Academy (BPAA) and division-wide training. The SSA will support a positive work environment and productive relationships with all staff and stakeholders of the California Department of Corrections and Rehabilitation 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%		<p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • With guidance, assist with the planning of each BPAA session. • Utilize the Business Information Systems (BIS)/Learning Management System (LMS) to input training records and prepare, review and analyze positive, negative and personnel training reports. • Analyze personnel training reports for training delivery and location enhancements. • Edit lesson plans, training curriculum, PowerPoint presentations, and handouts used in training. • Coordinate with DAPO and other departmental staff to gather information on subject matter, subject matter experts, instructors, materials to properly train parole agents in the field. • Review training materials to ensure adherence to control agency mandates, civil service laws and rules, and departmental policies and procedures. • Assist with the maintenance of division-wide training projects. 		

061-002-5157-700

30%	<ul style="list-style-type: none"> Review and analyze the DTU’s budgetary needs and cost projections related to equipment, materials, venues, and future service related contracts. With assistance, develop budget concept statements and budget change proposals as needed. Review and complete Purchase Requisitions for equipment, training materials, office supplies, and other items related to the BPAA and/or the Division. Draft contracts with vendors and provide support to vendors and contractors providing services. Monitor contracts for compliance and payment. Conduct research and evaluate large ticket items prior to purchasing. Maintain inventory systems for DAPO equipment and supply orders. Coordinate the BPAA schedule relative to classroom assignment instructors and courses. Verify hours of visiting instructors. Collect and review travel claims from students and visiting instructors.
20%	<ul style="list-style-type: none"> Assist in coordinating new, quarterly, and annual training courses. Assist with the development and review of training resources, job shadowing, and mentoring programs. Prepare reports and training updates as requested by administrative and executive staff. Participate in division work groups as needed.
10%	<ul style="list-style-type: none"> Prepare analytical reports for training program improvements. Complete other duties and assignments as directed by the Staff Services Manager I. Complete required departmental training.
<p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> Highly motivated individual who enjoys challenges and working in a fast paced, professional environment. Possess excellent work habits and ability to work independently and as a team member. Excellent verbal and written communication skills. Excellent attendance and dependability. Excellent organizational and problem-solving skills. 	

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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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