

DUTY STATEMENT

Employee Name:	Position Number: 580-825-5157-802
Classification: Staff Services Analyst	Tenure/Time Base: Permanent/Full-time
Working Title: Conviction Analyst	Work Location: 1615 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Licensing and Certification Division	Branch/Section/Unit: Criminal Background Section/Criminal Background Identification Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by planning, coordinating, and conducting criminal background reviews throughout California. The Staff Services Analyst (SSA) follows established procedures and applies applicable laws to perform criminal background reviews of various license types requiring criminal record clearance. The SSA evaluates applicant or certificate holder's initial and renewal applications disclosing additional criminal history information. The incumbent makes recommendations on the subject's ability to be certified or cleared for employment purposes. The SSA will assist applicants, certificate holder, employers, training providers, and other entities to follow-up and confirm the status of criminal record clearance or adverse action. The SSA will complete regular data entries in multiple

databases used by the Department. The incumbent will be responsible for developing, creating, and maintaining a system of tracking daily workload for the Section. Travel up to 5% is required.

The incumbent works under the supervision of the Staff Services Manager I (SSM I) of the Criminal Background Clearance Unit A.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 45% Under supervision analyzes criminal record case files. Evaluates confidential and classified criminal offender record information (CORI) obtained from the DOJ, arrest reports, court documents and/or evidence of rehabilitation provided by the applicant. Performs moderate level analysis of documentation collected by the applicants and/or certificate holders, employers, references, law enforcement agencies, and courts to determine if they have been rehabilitated. Initiates contact with health care facilities, law enforcement, courts, and Licensing and Certification District Offices, Nursing Home Administrator Program, and other stakeholders to ensure that analysts have all the relevant information for determination.
- 30% Provides timely and accurate assistance to applicants, certificate holders, health facility administrators, nursing staff, schools, agencies, and the public through written and verbal correspondence. Assistance may include, reviewing follow-up list, handling error reports, maintaining the Section email inbox, and responding to incoming calls and voicemails. Supports the Section by performing assigned coordinator duties.
- 15% Completes general administrative functions. Develops, creates, and maintains tracking systems to monitor Section workload. Provides monthly statistics on Section processes, completes standard data entry into various databases, recommends legislative and regulatory changes, and maintains policy and procedures according to regulations and statutes.
- 5% Receives and analyzes incoming initial and renewal applications. Sends written correspondence to the applicant to obtain more information about the conviction analyzes responses to determine if the conviction is included on the CORI from DOJ, and orders court documents when applicable.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as requested.

Special Characteristics:

1. All employees in the Criminal Background Section of the Licensing and Certification (L&C), Investigations Branch (IB) must submit to a Live Scan fingerprinting process to obtain state and federal fingerprint clearance prior to employment. Per the CDPH agreement with the Department of Justice (DOJ), Criminal Background Section employees with access to the Criminal Offender Record information must be clear of criminal convictions, except minor traffic violations.

2. After hire into the Criminal Background Section, employees will be subject to the Live Scan fingerprinting process, in order to receive possible subsequent arrest and conviction notifications until the L&C IB Criminal Background Section submits a “No Longer Interested” (NLI) form to DOJ. The NLI form is submitted when an employee terminates their employment with the IB Criminal Background Section.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: DS
 Date: 4/14/2023