

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☒ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM HQ Human Resources – Talent Management		POSITION NUMBER (Agency-Unit-Class-Serial) 065-573-5157-918		MCR / HCR 1 / H	
DIVISION / UNIT Human Resources Talent Management Employment and Classification Services Strategic Planning and Special Projects		CLASSIFICATION TITLE Staff Services Analyst			
		WORKING TITLE Reassignment Analyst			
		TIME BASE / TENURE P/FT	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION S Street, Sacramento, CA		INCUMBENT		EFFECTIVE DATE	
<b>CDCR'S MISSION and VISION</b>					
<p><b>Mission</b> 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><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>					
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.					
<b>DIVISION OVERVIEW</b>					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Employment and Classification Services (ECS) Strategic Planning and Special Projects (SP) provides hiring support to Headquarter programs and statewide correctional facilities for traditional and non-traditional hiring activities. SP completes high level projects such as classification specification revisions, pay differential requests, and various hiring process improvement initiatives. The Section provides customer support and guidance to internal and external stakeholders on electronic systems used in the hiring process. SP reviews and audits hiring practices in response to allegations of unfair hiring practices.					
<b>GENERAL STATEMENT</b>					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Staff Services Manager (SSM) II, the Staff Services Analyst (SSA) is responsible for the less complex responsibilities associated with SP projects and assignments. With functional guidance from the SSM I (Specialist), the SSA functions as the Reassignment Analyst, providing support and guidance on the reassignment process when an employee is returned to a position within CDCR. The SSA acts as the primary contact for such reinstatements and reassignments and is responsible for facilitating seamless transition for employees and receiving programs. The incumbent tracks vacancies, reviews eligibility for placement taking into consideration the affected employee's work experience and the viable vacancies available. Through tactful communication with the employee and involved stakeholders, the incumbent's actions play an integral role in the personnel management functions for the Department. Additionally, the SSA provides general hiring support to those seeking employment with the department.					
% 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.			
35%		Prioritizes, tracks, monitors, and reviews requests for vacancies for possible reassignment of staff due placement needs (e.g., medical demotions, medical transfers, mandatory rights of return, etc.). In determining viable vacancies, stays abreast of current hiring restrictions and employee eligibility for appointment. Conducts research into government codes, regulations, and departmental policies related to eligibility for appointment. Gathers data and performs analysis accordingly. Interprets civil service laws, rules, and regulations related to appointments, rights of return, transfers. Interprets duty statements and employee work history and restrictions. Makes recommendation for reassignment based on viable vacancies and employee's work experience.			

25%	Under close supervision, serves as a liaison between employees being reassigned and the internal and external program representatives (Personnel Liaison, Institution Personnel Officer, Hiring Manager, and/or Hiring Authority). Consults with the Employee Discipline Unit and Office of Internal Affairs. Contacts and assists program representatives to ensure completion of appointment and various required employment documents. Coordinates and identifies vacancies by working collaboratively with Office of Employee Health Management, the Office of Civil Rights, Personnel Liaisons, Institution Personnel Officers, Hiring Managers, or others in CDCR leadership.
25%	Utilizes software databases including but not limited to, the State Controller's Office (SCO), Systems Applications and Products (SAP)/ Business Information System (BIS), SuccessFactors (Human Resources Technology Success) Human Resources Customer Connect (HRCC), to research, communicate, and initiate packages returning employees to former positions. Maintains reports on the reassignments that occur and identify trends.
10%	Provides support to the other analysts in the Section as directed by the SSM II. Drafts requests for backdated/correction of appointments, dates of entitlement, salary exceptions, etc. Responds to general hiring inquiries received from the applicants to CDCR positions.
5%	Performs 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.

#### CONSEQUENCE OF ERROR

Consequences of error of an inappropriate or delayed reassignments may result in non-compliance with governmental codes and regulations. Delays can result in inefficient use or misdirection of department resources.

#### 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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		WORKING TITLE Reassignment Analyst		
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<b>GENERAL STATEMENT</b>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Staff Services Manager (SSM) II, the Associate Governmental Program Analyst (AGPA) is responsible for the more complex responsibilities associated with SP projects and assignments. With functional guidance from the SSM I (Specialist), the AGPA functions as the Reassignment Analyst, providing support and guidance on the reassignment process when an employee is returned to a position within CDCR. The AGPA is the primary contact for such reinstatements and reassignments and is responsible for facilitating seamless transition for employees and receiving programs. The incumbent independently tracks vacancies, reviews eligibility for placement taking into consideration the affected employee's work experience and the viable vacancies available. Through tactful communication with the employee and involved stakeholders, the incumbent's actions play an integral role in the personnel management functions for the Department. Additionally, the AGPA assists in special projects such as pay differentials or classification specification workgroups and provides general hiring support to those seeking employment with the department.				
% 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.			
35%	<p>Prioritizes, tracks, monitors, and reviews requests for vacancies for possible reassignment of staff due placement needs (e.g., medical demotions, medical transfers, mandatory rights of return, etc.). In determining viable vacancies, stays abreast of current hiring restrictions and employee eligibility for appointment. Independently conducts research into government codes, regulations, and departmental policies related to eligibility for appointment. Gathers data and performs analysis accordingly. Interprets civil service laws, rules, and regulations related to appointments, rights of return, transfers. Interprets duty statements and employee work history and restrictions. Administers reassignments based on viable vacancies and employee's work experience. Independently develops, maintains, and updates reassignment procedures as needed.</p>			

25%	Independently liaises between employees being reassigned and the internal and external program representatives (Personnel Liaison, Institution Personnel Officer, Hiring Manager, and/or Hiring Authority). Consults with the Employee Discipline Unit and Office of Internal Affairs. Contacts and assists program representatives to ensure completion of appointment and various required employment documents. Coordinates and identifies vacancies by working collaboratively with Office of Employee Health Management, the Office of Civil Rights, Personnel Liaisons, Institution Personnel Officers, Hiring Managers, or others in CDCR leadership.
25%	Utilizes software databases including but not limited to, the State Controller's Office (SCO), Systems Applications and Products (SAP)/ Business Information System (BIS), SuccessFactors (Human Resources Technology Success) Human Resources Customer Connect (HRCC), to research, communicate, and initiate packages returning employees to former positions. Develops reports on the reassignments that occur and identifies trends.
10%	Independently or through participation in workgroups, reviews, analyzes, and evaluates special projects such as requests for pay differentials or specification revisions. Drafts requests for backdated/correction of appointments, dates of entitlement, salary exceptions, etc. Responds to general hiring inquiries received from the applicants to CDCR positions.
5%	Performs 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.

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