

Statement of Qualifications

Along with your application, you must submit a Statement of Qualifications (SOQ). A SOQ is a discussion of your experience that would qualify for this position. The SOQ should be no more than 2 pages in length, Arial 12 font, addressing the items noted below. Resumes are optional and DO NOT take place of the SOQ. Email submittal will not be accepted.

1. Describe your experience organizing, leading, or facilitation of a project or assignment. Explain the project or assignment, your role, and the steps you took to achieve a positive outcome.
2. Describe your knowledge of, and experience with, collaborating with staff, management team, other government agencies, and departments to facilitate program development and implementation.
3. Describe your knowledge and experience in compiling and tabulating statistical and/or management data in order to provide information for use in assessing and evaluating effectiveness of health care programs. Attach specific example of the analytical work you have performed.
4. Describe the training and work experience that has prepared you to perform the day to day responsibilities of this position. Provide specific examples of your experience in managing these types of activities, the level of complexity and sensitivity involved, and practices that you have used and would continue to employ to be successful.

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

DUTY STATEMENT

RPA	EFFECTIVE DATE:
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CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)
UNIT NAME AND CITY LOCATED Administrative Support - Health Care Access Unit	CLASS TITLE Staff Services Analyst
WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)

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 INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the supervision of the Associate Warden or Captain (Adult Institution), Health Care Access Unit (HCAU), the Staff Services Analyst (SSA) is responsible for performing a wide variety of analytical duties to assess the effectiveness of health care and custody operations in providing inmates access to health care. The SSA prepares correspondence, collects data, tracks information, monitors tracking systems, makes recommendations to management, and assists in identifying barriers to health care access. The SSA performs duties that require knowledge of Department regulations, policies, procedures, and the ability to communicate effectively and exercise good judgment.

% 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. (Use addition sheet if necessary)
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ESSENTIAL FUNCTIONS

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| 45% | Assists in researching, collecting, and analyzing information and data from a wide variety of sources, such as, health care records and documents, interviews, correspondence, reports, manuals, policies, and procedures. Interprets and applies laws, rules, regulations, policies, and procedures to specific problems or situations. Develops effective strategies to obtain accurate data efficiently from Nursing Services, the Transportation Unit, and HCAU officers and supervisors. Develops and maintains data tracking systems to monitor the efficiencies and effectiveness of HCAU operations. Assists in conducting studies, audits, and surveys, requiring the use general analytical techniques to identify and solve problems of average complexity; evaluates program alternatives, present ideas and information, and propose the best course of action. Interviews and consults with others to give and obtain secure information. Plans, designs, and carries out assigned work within imposed deadlines. |
| 25% | Gathers, tabulates, and analyzes the data to prepare, finalize, and submit the health care access Quality Report (AQR) to the Chief Executive Officer and Warden. Assists in compiling, reconciling, and validating data specific to the AQR. Assists in reviewing and preparing informational memorandums, proposals, reports, issue papers, charts, and spreadsheets of average complexity. Analyzes a wide variety of data and prepare reports and recommendations. |
| 15% | Serves in the pool of administrative staff resources to enhance institution work efficiencies and staff cross-training in program areas such as Health Care Appeals, Health Care Contracts, Health Care Budgets, and Nursing Services. |
| 10% | Assists others in understanding and following Department policies and procedures for a wide variety of administrative related subjects and processes. Schedules and prepares for meetings and training sessions and maintains the confidence and cooperation of others contacted during work. |
| 5% | Performs other duties as required. |

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization.

Ability to: Reason logically and creatively utilizing a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

SPECIAL PERSONAL CHARACTERISTICS

Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

DUTY STATEMENT

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)
UNIT NAME Health Care Operations – Health Care Access Unit	CLASS TITLE Associate Governmental Program Analyst
WORKING DAYS AND WORKING HOURS	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)

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 INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the general supervision of the Associate Warden or Captain (Adult Institutions), Health Care Access Unit (HCAU), the Associate Governmental Program Analyst (AGPA) is responsible for a wide variety of analytical duties to assess the effectiveness of health care and custody operations in providing inmates access to health care. The AGPA prepares correspondence, collects data, tracks information, monitors tracking systems, makes recommendations to management, and assists in identifying barriers to health care access. The AGPA performs duties that require knowledge of Department regulations, policies, procedures, and the ability to work independently, communicate effectively, and exercise good judgment. The AGPA supports the overall mission and immediate goals of the institution and performs duties as necessary to provide better delivery of program services.

% 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. (Use addition sheet if necessary)
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ESSENTIAL FUNCTIONS

- 45%** Collects and analyzes data from a wide variety of sources, such as, health care records and documents, interviews, correspondence, reports, manuals, policies, and procedures. Interprets and applies laws, rules, regulations, policies, and procedures to specific problems or situations. Develops effective strategies to obtain accurate data efficiently from Nursing Services, the Transportation Unit, and HCAU officers and supervisors. Develops and maintains data tracking systems to monitor the efficiencies and effectiveness of HCAU operations. Assists in conducting studies, audits, and surveys, requiring the use of general analytical techniques to identify and solve problems of greater complexity, evaluate program alternatives, present ideas and information, and propose the best course of action. Interviews and consults with others to provide and obtain secure information. Plans, designs, and carries out assigned work within imposed deadlines.
- 25%** Gathers, tabulates, and analyzes the data to prepare, finalize, and submit the health care Access Quality Report (AQR) to the Chief Executive Officer and Warden. Assists in compiling, reconciling, and validating data specific to the AQR. Assists in reviewing and preparing informational memorandums, proposals, reports, issue papers, charts, and spreadsheets of greater complexity. Analyzes a wide variety of data and prepares reports and recommendations.
- 15%** Serves in the pool of administrative staff resources to enhance institution work efficiencies and staff cross-training in program areas such as Health Care Appeals, Health Care Contracts, Health Care Budgets, and Nursing Services.
- 10%** Assists others in understanding and following Department policies and procedures for a wide variety of administrative related subjects and processes. Schedules and prepares for meetings and training sessions and maintains the confidence and cooperation of others contacted during work.

5%	Performs other related duties as required.
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	<p>KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.</p> <p><i>Ability to:</i> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, inmates, or the public.</p> <p>SPECIAL PERSONAL REQUIREMENTS Demonstrate ability to act independently, open-mindedness, flexibility, and tact.</p>
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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