

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA/647#:

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EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency - Unit - Class - Serial) 042-210-5157-812
UNIT NAME AND CITY LOCATED Workforce Development, Sacramento	CLASS TITLE Staff Services Analyst
WORKING DAYS AND WORKING HOURS a.m. to a.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 501 J Street
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 direction of the Staff Services Manager I (SSM I), California Correctional Health Care Services (CCHCS), Human Resources Division, Workforce Development Section, the incumbent performs complex analytical work in the design, organization, and implementation of a selection and hiring program which will focus on expeditiously hiring and retaining quality health care professionals and ancillary staff.

% 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. <i>(Use additional sheet if necessary)</i>
	<p>ESSENTIAL FUNCTIONS</p>
30%	Maintain the Section's databases and nearly 200 job templates in the applicant tracking system (Hodes), requiring strong analytical and technical skills as well as a working knowledge of html programming.
25%	Under supervision collect, compile and analyze statistical data pertaining to recruitment activities. Analyze the need for advertising CCHCS positions to meet recruitment needs. Assists with researching appropriate media outlets and negotiate advertising rates with media. Coordinate with management and develop advertisements by utilizing graphics software for placement in appropriate media.
25%	Create job postings for the recruitment website, Hodes iQ, and other career sites. Enhance job postings with hypertext mark-up language (html) as well as images and photos. Maintain a thorough working knowledge of <i>CDCR/CCHCS</i> classifications, job specifications, pay scales, minimum qualifications, licensure/certification, and hiring. Provide customer service to interested health care applicants calling the toll-free line or emailing the recruitment email address.
10%	Develop policies, procedures, and maintain assigned databases. Research "best practices" throughout the health care industry and develop recruitment incentives to recruit and retain health care staff. Research and analyze trends in health care recruitment. Compile and interpret data and develop recommendations as necessary. Independently analyze and prepare technical documents such as contracts and service agreements.
10%	Participate in recruitment events and consult with staff, management and stakeholders. Performs other related duties as required.

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	<p>KNOWLEDGE AND ABILITIES</p> <p><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>DESIRABLE QUALIFICATIONS</p> <p><i>Special Personal Characteristics:</i> Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p> <p><i>Interpersonal Skills:</i> Work independently and in a team setting; ability to multi-task; track projects and monitor deadlines, taking appropriate action to ensure appropriate timeframes for various activities are met.</p> <p><i>Additional Desirable Qualifications:</i> The ability to speak clearly and concisely, and articulate issues both orally and in writing.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Persons appointed to this position must be reasonably expected to exert up to 10 lbs., with or without reasonable accommodation. Involves sitting most of the time, but may involve walking or standing for brief periods of time; packing and carrying presentation items.</p>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</p>		
<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</p>		
<p>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.</p>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>