

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

RPA/647#:

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EFFECTIVE DATE:

<b>CDCR INSTITUTION OR DEPARTMENT</b> California Correctional Health Care Services		<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 042-210-5157-811	
<b>UNIT NAME AND CITY LOCATED</b> Workforce Development, Sacramento		<b>CLASS TITLE</b> Staff Services Analyst	
<b>WORKING DAYS AND WORKING HOURS</b> a.m. to a.m. (Approximate only for FLSA exempt classifications)		<b>SPECIFIC LOCATION ASSIGNED TO</b> 501 J Street	
<b>PROPOSED INCUMBENT (If known)</b>		<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b>	
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 Staff Services Manager I (SSM I), California Correctional Health Care Services (CCHCS), Human Resources Division, Workforce Development Section, the incumbent performs the less complex analytical tasks 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.			
<b>% of time performing duties</b>		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>	
<b>30%</b>	<b>ESSENTIAL FUNCTIONS</b> Assist with the Project Manage microsite enhancements related to CCHCS IT contractor, Hodes iQ, by identifying and documenting technical problems with the recruitment website, and monitoring and testing all contractual website enhancements. Maintain and develop social-media recruitment tools, including updating the CCHCS Facebook page, and other strategies to provide referrals to CCHCS recruitment website.		
<b>25%</b>	Assist with collecting, compiling and analyzing statistical data pertaining to recruitment activities. Analyze the need for advertising CCHCS positions to meet recruitment needs. Assist 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.		
<b>25%</b>	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.		
<b>10%</b>	Assist in the development of 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. Analyze and prepare the less complex technical documents such as contracts and service agreements.		
<b>10%</b>	Participate in recruitment events and consult with staff, management and stakeholders. Performs other related duties as required.		

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**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; government functions and organization.

*Ability to:* 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.

**DESIRABLE QUALIFICATIONS**

*Special Personal Characteristics:* Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and 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. Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups.

*Interpersonal Skills:* 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.

*Additional Desirable Qualifications:* The ability to speak clearly and concisely, and articulate issues both orally and in writing.

**SPECIAL PHYSICAL CHARACTERISTICS**

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.

**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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