



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 06/14/24	
DIVISION Peace Officer Standards Accountability Division		POSITION NUMBER (Agency - Unit - Class - Serial) 421-041-5157-XXX	
BUREAU/UNIT Certification Bureau		CLASS TITLE Staff Services Analyst	CBID R01
INCUMBENT		WORKING TITLE Staff Services Analyst	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Staff Services Manager I (SSM I), the incumbent performs a wide variety of consultative and analytical work within the Certification Bureau. The incumbent reviews and/or processes forms, applications, files, etc., associated with the Commission on Peace Officer Standards and Training (POST) Certificates Program.			
% 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 additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
35%	Using the Electronic Data Interchange (EDI) program, and in accordance with POST policies and procedures and laws and regulations, processes and issues Proof of Eligibilities (POE) and certificates as required for peace officers, reserve officers, dispatchers, and records supervisors; enters certificate information into EDI; if applicable, prepares correspondence explaining reasons for denial of disapproved POEs certificate requests for supervisor/manager review; assists with updating/revising policies, processes, and procedures related to eligibility and application for POST certificates across all POST platforms with supervisor/manager review.		
30%	Conducting research on GovQA requests that includes but not limited to: utilizing EDI to review employment records, training records, certification status, and utilizing Mark 43 to review any possible serious misconduct information; drafting correspondence for supervisor/manager review before releasing to requesters in GovQA.		
25%	Using EDI and in accordance with POST policies and procedures and laws and regulations, reviews and processes Affidavit of Separations as required for peace officers, reserve officers, dispatchers, and records supervisors; if applicable, prepares correspondence explaining reasons for returned separations for supervisor/manager review; assists with updating/revising policies, processes, and procedures related to separations with supervisor/manager review.		
5%	At the direction of the supervisor/manager, provides sensitive and detailed program information and/or direction to the public, POST staff, and public jurisdictions, or clients; responds to telephonic and email inquiries from training managers or applicants regarding the certificate process, including but not limited to; the status of previously submitted applications, qualifications for specific certificates as mandated by POST policies and procedures, compliance matters, and other miscellaneous issues; assists regional consultants in answering questions related to POST certificates; drafts miscellaneous correspondence for supervisor/manager, for assignments made by the Executive Office, and for POST internal committees.		

NON-ESSENTIAL FUNCTIONS

5%

Performs other job-related duties within the scope of the classification.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB *(if applicable):*WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contact with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall always demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. Assignment is at POST headquarters in West Sacramento. This position may be eligible for telework.

Some travel may be required (e.g., travel to off-site Bureau conferences or meetings or training and provide assistance to POST as necessary).

This position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

PHYSICAL ABILITIES

Must possess and maintain enough strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

CONFLICT OF INTEREST *(if applicable):*

Conflict of Interest Filing (Form 700) required Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

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

SUPERVISOR'S NAME *(Print)*

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*
- *I HAVE RECEIVED A COPY OF THE DUTY STATEMENT*
- *I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*
- *I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE



DUTY STATEMENT

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DIVISION Peace Officer Standards Accountability Division		POSITION NUMBER (Agency - Unit - Class - Serial) 421-041-5393-XXX	
BUREAU/UNIT Certification Bureau		CLASS TITLE Associate Governmental Program Analyst	CBID R01
INCUMBENT		WORKING TITLE Associate Governmental Program Analyst	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Staff Services Manager I (SSM I), the incumbent performs the more responsible, varied, and complex work within the Commission on Peace Officer Standards and Training's (POST) Certificate program. The incumbent is primarily responsible for determining eligibility for POST mandated and elective certificates.			
<p>% of time performing duties</p> <p>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			
35%	Using the Electronic Data Interchange (EDI) program, and in accordance with POST policies and procedures and laws and regulations, processes and issues Proof of Eligibilities (POE) and certificates as required for peace officers, reserve officers, dispatchers, and records supervisors; enters certificate information into EDI; if applicable, independently prepares correspondence explaining reasons for denial of disapproved POEs certificate requests; assists with updating/revising policies, processes, and procedures related to eligibility and application for POST certificates across all POST platforms.		
30%	Conducting independent research on complex GovQA requests that includes but not limited to: utilizing EDI to review employment records, training records, certification status, and utilizing Mark 43 to review any possible serious misconduct information; drafting correspondence to release to requesters in GovQA.		
25%	Using EDI and in accordance with POST policies and procedures and laws and regulations, independently reviews and processes Affidavit of Separations as required for peace officers, reserve officers, dispatchers, and records supervisors; if applicable, independently prepares correspondence explaining reasons for returned separations; assists with updating/revising policies, processes, and procedures related to separations.		
5%	As a subject matter expert, provides sensitive and detailed program information and/or direction to the public, POST staff, and public jurisdictions, or clients; consults with POST staff, management, and other stakeholders to provide and secure information relating to peace officer certification and POEs; assists in providing consultation and training to POST staff and stakeholders; assists with providing technical assistance to external entities as necessary; coordinates, leads and/or assists with various special projects/assignments.		

NON-ESSENTIAL FUNCTIONS

5%

Performs other job-related duties within the scope of the classification.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):WORK ENVIRONMENT

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