



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 06/17/24	
DIVISION Standards and Development		POSITION NUMBER (Agency - Unit - Class - Serial) 421-007-5157-805	
BUREAU/UNIT Strategic Communications and Research		CLASS TITLE Staff Services Analyst	CBID R01
INCUMBENT		WORKING TITLE	
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 is responsible for the release of information under the California Public Records Act (CPRA), subpoenas, and other related work. This position performs work at the entry to first journey level.			
% 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			
45%	Utilizing knowledge of law, Information Practices Act (IPA), CPRA, Senate Bill 2, peace officer database(s), and policies and procedures relating to record disclosures, maintains records disclosure log; reviews and researches less complex requests and coordinates release of public records; researches, evaluates and identifies exempt or protected information and redacts non-releasable information; develops correspondence for any denial of records or other related record issues; prepares material/data and drafts correspondence for signature; reviews, researches, and responds to subpoenas; records receipt and release of public and confidential information; maintains CPRA and subpoena logs; manages record response deadlines and ensures that responses are sent in accordance with law; acts as the Commission on Peace Officer Standards and Training (POST)'s initial/official contact for all record releases; consults with SSM I or Bureau Chief regarding record release issues; prepares weekly report for supervisor/managers review/ regarding requests received; continually provides record release consultative services to management or others, advises other law enforcement agencies, public, and district attorney offices on procedures for obtaining peace officer records; manages the confidential destruction of POST records; provides technical, administrative, and analytical support; makes decisions and takes appropriate action.		
25%	Reviews and analyzes policy and proposed legislation and advises management on the impact or potential impact by collecting and analyzing data as supporting evidence; as new legislation and internal processes change, update internal policies and procedures; assists with special projects.		
20%	Consults with department officials, employees, stakeholders, and others to give and secure information; assists in providing consultation and training to department staff and stakeholders; assists with providing technical assistance to external entities; may act as a team leader or coordinate the efforts of representatives of various governmental agencies on larger projects; develops, researches, and presents Commission Agenda Item Reports.		
5%	Assists with various special projects/assignments and research based on operational need; assists Law Enforcement Consultants and support staff in other Bureaus as needed.		

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 at all times demonstrate cooperative behavior with co-workers and supervisors. This position may be eligible for telework. 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, Ca.

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

PHYSICAL ABILITIES

Must possess and maintain sufficient 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

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 06/17/24	
DIVISION Standards and Development		POSITION NUMBER (Agency - Unit - Class - Serial) 421-007-5393-805	
BUREAU/UNIT Strategic Communications and Research		CLASS TITLE Associate Governmental Program Analyst	CBID R01
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Staff Services Manager I (SSM I), the incumbent is responsible for the release of information under the California Public Records Act (CPRA), subpoenas, and other related work. This position performs work at the full journey level.			
<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			
45 %	Utilizing knowledge of law, Information Practices Act (IPA), CPRA, Senate Bill 2, peace officer database(s), policies and procedures relating to record disclosures, independently maintains records disclosure log; reviews and researches complex requests and coordinates release of public records; researches, evaluates and identifies exempt or protected information and redacts non-releasable information; develops correspondence for any denial of records or other related record issues; prepares material/data and drafts correspondence for signature; reviews, researches, and responds to subpoenas; records receipt and release of public and confidential information; maintains CPRA and subpoena logs; manages record response deadlines and ensures that responses are sent in accordance with law; acts as the Commission on Peace Officer Standards and Training (POST)'s initial/official contact for all record releases; consults with SSM I or Bureau Chief regarding record release issues; prepares weekly report for supervisor/manager review regarding requests received; continually provides record release consultative services to management or others, advises other law enforcement agencies, public, and district attorney offices on procedures for obtaining peace officer records; manages the confidential destruction of POST records; provides technical, administrative, and analytical support; makes independent decisions and takes appropriate action.		
25%	Independently reviews and analyzes policy and proposed legislation and advises management on the impact or potential impact by collecting and analyzing data as supporting evidence; as new legislation and internal processes change, update internal policies and procedures; completes special projects independently and in a team setting.		
20%	Independently consults with department officials, employees, stakeholders, and others to give and secure information; assists in providing consultation and training to department staff and stakeholders; assists with providing technical assistance to external entities; may act as a team leader or coordinate the efforts of representatives of various governmental agencies on larger projects; develops, researches, and presents Commission Agenda Item Reports.		

5%	Assists with various special projects/assignments and research based on operational need; may act in a lead capacity and provide training as needed; assists Law Enforcement Consultants and support staff in other Bureaus as needed.
5%	<p>NON-ESSENTIAL FUNCTIONS</p> <p>Performs other job-related duties within the scope of the classification.</p>

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 at all times demonstrate cooperative behavior with co-workers and supervisors. This position may be eligible for telework. 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, Ca.

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

PHYSICAL ABILITIES

Must possess and maintain sufficient 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
--	-------------------------------------	------