



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 07/18/24	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-028-5157-803	
BUREAU/UNIT Basic Training		CLASS TITLE Staff Services Analyst	CBID R01
INCUMBENT		WORKING TITLE	
<p>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</p> <p>Under the supervision of the Staff Services Manager II (Supervisor) (SSM II), the incumbent is responsible for performing a variety of analytical and consultative services related to Student Workbooks, Scenario Manual, Scenario Scripts, Scenario grading forms and Testing Management and Assessment System (TMAS). This position also supports the Scenario Manager Course, Workbook and TMAS workshops. The incumbent provides technical and analytical assistance to internal Commission on Peace Officer Standards and Training (POST) staff and external stakeholders and presenters. The incumbent summarizes data, explains, clarifies, and formulates regulations, procedures, and documents for each program.</p>			
% 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>		
	ESSENTIAL FUNCTIONS		
20%	Assists with the on-going review, correction and updating of Basic Course Student Workbook content; ensures workbooks are kept up to date to reflect current legislatively and regulatory changes; assists in facilitating Student Workbook update workshops and responsible for tracking all changes, corrections, and modifications; provides notification of updated Student Workbooks to the field; ensures updated Student Workbooks are posted on the POST Website.		
20%	Assists with updates to the Scenario Manual, scenario scripts, and scenario grading forms; assists with and coordinates the presentation of the Scenario Manager Course and workshops; including but not limited to facility arrangements, facilitation, set up, and breakdown of meetings.		
15%	Provides internal and external support on the POST's internet based TMAS and Test Administration and Security Policies; develops and maintains training manuals and related materials to introduce new users to TMAS; investigates errors, researches materials, and prepares reports; determines the need for training and schedules and delivers training to large groups or individual agency personnel, via internet presentations, on-line, in person, or by telephone.		
15%	Provides technical assistance to Law Enforcement Consultants (LECs) by collecting and analyzing data and preparing reports and recommendations for compliance and improvement; researches and prepares documents for regulatory changes for submission to the Commission and Office of Administrative Law; provides technical assistance regarding the interpretation of program rules, regulations and operational problems; researches, reviews and edits regulations; identifies and recommends changes for clarity and consistency.		

10%	Evaluates course administrative information and materials submitted to POST via Electronic Data Interchange system, including change(s) to the conditions of course certification or to the elements of the course, for compliance with regulatory requirements; monitors the performance of basic course presenters; gathers and analyzes performance criteria, and prepares reports and recommendations for compliance and improvement.
10%	Assists with and coordinates the facility arrangements, development, facilitation, set up, and breakdown of meetings; as well as produces and prepares materials for courses and workshops.
5%	Completes special assignments to assist the Bureau Chief (BC), SSM's, and LECs; researches and prepares information for reports, including proposed recommendations for projects; coordinates special activities; and represents Basic Training Bureau on 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 contacts 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. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. Work schedule may require adjustments due to assisting with POST workshops, meetings, conferences, and other travel. This position is located in West Sacramento. This position may be eligible for telework.

Some travel may be required (e.g., travel off-site to presenters of the basic courses, bureau conferences, 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 to medium arranging or adjusting of tables and chairs for workshops, and 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 07/18/24	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-028-5393-803	
BUREAU/UNIT Basic Training		CLASS TITLE Associate Governmental Program Analyst	CBID R01
INCUMBENT		WORKING TITLE	
<p>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</p> <p>Under the direction of the Staff Services Manager II (Supervisor) (SSM II), the incumbent is responsible for performing a variety of interdisciplinary consultative services related to Student Workbooks, Scenario Manual, Scenario Scripts, and Scenario grading forms. This position also supports the Scenario Manager Course, Workbook update workshops, and Testing Management and Assessment System (TMAS). As a subject-matter generalist, the incumbent provides complex technical and analytical expertise to internal Commission on Peace Officer Standards and Training (POST) staff and external stakeholders and presenters. The incumbent summarizes data, explains, clarifies, and formulates regulations, procedures, and documents for each program.</p>			
% 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>		
	ESSENTIAL FUNCTIONS		
25%	Completes the on-going technical analysis, correction and updating of Basic Course Student Workbook content; ensures workbooks are kept up to date to reflect current legislatively and regulatory changes; assists with and coordinates in facilitation of Student Workbook update workshops and is responsible for tracking all changes, corrections, and modifications; provides notification of updated Student Workbooks to the field; ensures updated Student Workbooks are posted on the POST Website.		
25%	Conducts complex analysis and evaluation of scenario testing materials for the Regular Basic Courses in consultation with the program manager; completes updates to the Scenario Manual, scenario scripts, and scenario grading forms; supports the presentation of the Scenario Manager workshops and assists with instruction of the Scenario Manager Course; assists with updating the Basic Course Scenario Tests.		
15%	Provides internal and external support on the POST's internet based TMAS and Test Administration and Security Policies; develops and maintains training manuals and related materials to introduce new users to TMAS; investigates errors, researches materials, and prepares reports; determines the need for training and schedules and delivers training to large groups or individual agency personnel, via internet presentations, on-line, in person, or by telephone.		
15%	Provides analytical support to the Law Enforcement Consultants (LECs) by evaluating and formulating data, and prepares reports and recommendations for compliance and improvement; researches, prepares and submits packages for regulatory changes to the Commission and Office of Administrative Law; reviews, interprets, and analyzes program rules, regulations and operational problems; researches, reviews and edits regulations as needed; identifies, initiates and makes changes for clarity and consistency.		

	Completes special assignments to assist the Bureau Chief (BC), SSM's, and LECs; researches and prepares information for reports, including proposed recommendations for projects; coordinates special activities; and represents Basic Training Bureau on POST internal committees.
10%	Conducts comprehensive evaluations of course administrative information and materials submitted to POST via Electronic Data Interchange system, including change(s) to the conditions of course certification or to the elements of the course, for compliance with regulatory requirements; monitors and provides feedback on the performance of basic course presenters; gathers and analyzes performance criteria, and prepares reports and recommendations for compliance and improvement.
5%	Coordinates facility arrangements, development, facilitation, set up, and breakdown of meetings; as well as produces and prepares materials for courses and workshops.
	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):*

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts 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. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. Work schedule may require adjustments due to assisting with POST workshops, meetings, conferences, and other travel. This position is located in West Sacramento. This position may be eligible for telework.

Some travel may be required (e.g., travel off-site to presenters of the basic courses, bureau conferences, 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 to medium arranging or adjusting of tables and chairs for workshops, and 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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <ul style="list-style-type: none"><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR</i><i>I HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i><i>I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION</i><i>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</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE