



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 09/25/24	
DIVISION Peace Officer Standards Accountability Division		POSITION NUMBER (Agency - Unit - Class - Serial) 421-044-5157-801	
BUREAU/UNIT Professional Conduct Northern Bureau		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, the incumbent performs a wide variety of consultative and analytical work within the Commission on Peace Officer Standards and Training's (POST) Professional Conduct Northern Bureau. The incumbent works to assist in coordinating and maintaining the Bureau's workload to include support for and completion of assigned investigative activities.			
% 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		
40%	Reviews and analyzes newly reported allegations of serious misconduct for required information and assigns cases to the appropriate Law Enforcement Consultant; utilizes and maintains the case management system and reporting platforms for communication with agencies and tracking of cases; drafts correspondence and required notifications to both internal and external stakeholders; assists in conducting audits of cases for completeness and thoroughness upon conclusion before forwarding the case to the Intake and Disposition Bureau; monitors and maintains workload data and prepares workload indicator reports for the supervisor/manager.		
25%	At the direction of the supervisor/manager and Bureau Chief, assists with the development of Commission agenda reports and Peace Officer Standards Accountability Advisory Board Reports; enters cases requiring hearing into Novus or other platforms with corresponding relevant data; conducts research for required reporting to the Board; works directly with the consultants and assists in facilitation of communications with the field.		
15%	Conducts internal policy analysis and formulation; creates and maintains workflows and desk manuals; prepares quarterly reports on allegations of serious misconduct received by POST; researches, organizes and prepares materials to support subject matter expert meetings, special seminars, and workshops.		
10%	Assists with miscellaneous research related to reporting needs and California Public Record Act requests; assists in the maintenance of current information on pending investigations of allegations of serious misconduct; consults with POST staff, management, and other stakeholders to provide and secure information; provides consultation and training to POST staff and stakeholders; provides technical assistance to external entities as necessary.		
5%	Researches archives, scanned records, and relevant data required to complete evaluations; coordinates with the Business Services Unit to process supply orders; 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

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 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
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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
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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DUTY STATEMENT

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DIVISION Peace Officer Standards Accountability Division		POSITION NUMBER (Agency - Unit - Class - Serial) 421-044-5393-801	
BUREAU/UNIT Professional Conduct Northern Bureau		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, the incumbent performs the more responsible, varied, and complex work in the Commission on Peace Officer Standards and Training's (POST) Professional Conduct Northern Bureau. The incumbent is primarily responsible for prioritizing, coordinating, and maintaining the Bureau's workload to include support for and completion of assigned investigative activities.			
% 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		
40%	Independently reviews and provides a complex/technical analysis of newly reported allegations of serious misconduct for required information and assigns cases to the appropriate Law Enforcement Consultant; utilizes the case management system and reporting platforms for communication with agencies and tracking of cases; drafts correspondence and required notifications to both internal and external stakeholders; serves as the subject matter expert once an investigation is concluded by conducting complex and technical audits of cases for completeness and thoroughness before forwarding the case to the Intake and Disposition Bureau; monitors workload data and prepares workload indicator reports to the supervisor/manager; assists in maintaining the bureau's budget.		
30%	Develops Commission agenda reports and Peace Officer Standards Accountability Advisory Board Reports; enters cases requiring hearing into Novus or other platforms with corresponding relevant data; conducts analytical research for required reporting to the Board; researches, creates, and submits Bureau Office of Administrative Law regulatory change requests and monitor submissions through each stage; works in collaboration with the consultants and assists in facilitation of communications with the field.		
15%	Provides training to POST staff; conducts internal policy analysis and formulation; creates and maintains workflows and desk manuals; prepares quarterly reports on allegations of serious misconduct received by POST; researches, organizes and prepares materials to support subject matter expert meetings, special seminars, and workshops.		
10%	Performs miscellaneous research related to reporting needs and California Public Record Act requests; assists in the maintenance of current information on pending investigations of allegations of serious misconduct; consults with POST staff, management, and other stakeholders to provide and secure information; provides consultation and training to POST staff and stakeholders; provides technical assistance to external entities as necessary; coordinates, leads and/or assists with various special projects/assignments.		

NON-ESSENTIAL FUNCTIONS

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