



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 03/20/25	
DIVISION Executive Office		POSITION NUMBER (Agency - Unit - Class - Serial) 421-045-5157-802	
BUREAU/UNIT Legal Affairs		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 Staff Services Analyst (SSA) works cooperatively with others, while exercising strong ethics and the maintenance of confidentiality.			
% 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%	Receive, organize, maintain, and create case files for each new case received; coordinate detailed reviews of complex court documents and cases, and upon completion of each case, conduct a comparative analysis of the pertinent information, such as the issue, decision, order, and ruling, to ensure all records pertinent to each case file are accounted for; research various court databases to identify or gather relevant criminal case materials; use independent judgment to evaluate correct use of language and grammar for all correspondence received and reviewed.		
30%	As assigned by the SSM I and Bureau Chief, assist with the development of various reports and agendas; maintain case management database, which includes updating the status on various cases; review and process contract invoices for payment, ensure contract compliance and availability of funds, and track all fiscal expenses; prioritizes and distributes confidential correspondences and communications; conduct internal policy analysis and formulation; create and maintain workflow and desk manuals; assist with miscellaneous research related to reporting needs and California Public Records Act requests; consult with the Commission on Peace Officer Standards and Training (POST) staff, management, and other stakeholders to provide and secure information; provide technical assistance as needed, by Bureau staff.		
15%	Coordinate with the Office Technician, the needs of the staff, for requests such as office supplies, requisitions, travel, office maintenance, and timesheets.		
10%	Prepare meeting agendas and participate in staff meetings; keep supervisors apprised of the status of projects and problems; assist other staff with critical projects as needed.		
	NON-ESSENTIAL FUNCTIONS		
5%	Performs other job-related duties within the scope of the classification.		

SPECIAL PERSONAL CHARACTERISTICS

The incumbent must maintain regular, consistent, and predictable attendance, while projecting a positive professional image. The incumbent must be detail oriented, and a self-starter and must exercise good judgment and tact; communicate effectively both orally and in writing with the ability to review and identify errors in his/her own work as well as the work of others, while establishing and maintaining the confidence and cooperation of their peers, management, and external clients.

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. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position may be eligible for telework.

Regular travel may be required (e.g., travel to off-site workshops, 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 the moving of tables and chairs, and 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 Executive Office		POSITION NUMBER (Agency - Unit - Class - Serial) 421-045-5393-802	
BUREAU/UNIT Legal Affairs		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 direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) independently performs their duties. The AGPA will frequently be assigned lead analyst responsibility for the Bureau, in analyzing and reviewing internal and external law enforcement investigative materials; researching and tracking agency related case information; preparing detailed case summaries; requesting relevant court documents; assisting with special projects.			
% 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%	Independently performs a wide variety of administrative and analytical assignments; reviews files and records for completeness; analyzes newly reported cases, for required information and case materials, and upon completion of each case, highlights and summarizes pertinent information pertaining to caseloads; drafts case correspondence and required notifications to both internal and external stakeholders; monitors, maintains, and tracks workload data and prepares workload indicator reports for the SSM I; researches and responds to confidential and sensitive departmental issues; utilizes knowledge of multiple concurrent timelines to ensure projects are on track and organizational objectives are achieved in a manner consistent with the Bureau's goals and expectations.		
30%	Prepares information for various reports and projects; completes special assignments, which includes but is not limited to: review and prepare the Bureau's fiscal contracts, desktop procedures and spreadsheets, reports, letters, manuals, charts and presentations; conducts legal research and analyses of pertinent case issues; redacts required case material; gathers and assembles case exhibits and binders for hearings; assists in the development of strategic policy, procedure and operational matters on issues within the Commission on Peace Officer Standards and Training's (POST) areas of responsibility; makes informed decisions regarding correspondence/issues that should be called to the attention of the SSM I; contacts other government agencies to obtain pertinent case documentation.		
20%	Updates spreadsheet to report progress and status of caseload for management review; organizes, prioritizes, and manages caseloads to ensure efficient use of time and resources; attends and participates in training and team and departmental meetings; provides training and mentoring to staff.		
5%	Assists the SSM I, with conference/meeting preparation and coordination.		

5%	NON-ESSENTIAL FUNCTIONS
	Performs other job-related duties within the scope of the classification.

SPECIAL PERSONAL CHARACTERISTICS

The incumbent must be a self-starter; punctual; professional in appearance and knowledgeable in all facets of Executive Office operations. Must project a positive professional image. The incumbent must be detail-oriented, with the ability to review and identify errors in his/her own work as well as the work of others, with minimal supervision. The incumbent must exercise considerable independent ethical judgement in making decisions and recommendations on a wide variety of review and analytical assignments, as well as conditional matters, with strong conscience and ability to maintain confidentiality of all Bureau matters.

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