

## DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

PROPOSED

COMMAND/ORGANIZATIONAL UNIT Special Projects Section/Transportation Planning Unit		DIVISION Enforcement and Planning Division			
CIVIL SERVICE CLASSIFICATION TITLE Associate Governmental Program Analyst		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-063-5393-725		CURRENT DATE 08/18/2025			
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY			DATE

### FUNCTION OF POSITION

Under the direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst is responsible for a wide variety of complex analytical transportation-related duties, including policy analysis and formulation; specific subject matter program planning; legislative bill analyses; consultative services to management and/or others; and other duties as assigned for the Special Projects Section and Transportation Planning Unit.

### SUPERVISION RECEIVED

The Associate Governmental Program Analyst reports directly to and receives the majority of their assignments from the SSM I. However, direction and assignments may also come from the commander, lieutenant, or other unit managers.

### SUPERVISION EXERCISED

N/A

### WORKING CONDITIONS

General office environment including cubicle, desktop computer, monitor, and phone. Travel may be required throughout the State of California.

### SPECIAL PERSONAL CHARACTERISTICS

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

### PERCENTAGE OF TIME PERFORMING DUTIES

#### **Essential Functions**

25%	Conducts research, planning, analysis, and evaluation activities; and prepares completed staff work (i.e., correspondence, speeches, reports, legislative bill analyses) for transportation-related subject matter, which includes, but is not limited to, intelligent transportation systems, high-occupancy vehicle and high-occupancy toll lanes, and part-time shoulder use.
25%	Acts as a designated Employee Transportation Coordinator, which includes disseminating information regarding transit options, bicycling, and walking in accordance with headquarters campus procedures. Responsible for the departmental annual commuter survey and providing transportation-related education to support efforts in improving air quality.
15%	Analyzes Environmental Impact Reports (EIRs) for departmental impact; distributes EIRs to appropriate Area/Division for geographical analysis and comments, if necessary; tracks the Area/Division response; and notifies management verbally and/or in writing when an Area/Division has submitted comments indicating the EIR will have an impact on departmental operations.
10%	Maintains assigned departmental manuals, General Orders, and Standard Operating Procedures; performs literature review in support of departmental operations.
10%	Represents the Department when attending meetings, state conferences, and public hearings related to transportation issues. Keeps Division staff and Executive Management updated verbally and/or in writing of program progress.
5%	Provides Executive Management support for quarterly Transportation Directors meetings and Strategic Highway Safety Program Executive and Steering Committee meetings. This could include making meeting arrangements and providing necessary research and background material on agenda items.

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5%	Acts as lead coordinator of the headquarters annual Transportation and Wellness Fair activities.
<b><u>Non-Essential Functions</u></b>	
5%	Performs other job-related duties within the scope of the classification, as required.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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## DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

PROPOSED

COMMAND/ORGANIZATIONAL UNIT Special Projects Section/Transportation Planning Unit		DIVISION Enforcement and Planning Division			
CIVIL SERVICE CLASSIFICATION TITLE Staff Services Analyst (General)		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-063-5157-725		CURRENT DATE 08/25/2025			
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY			DATE

### FUNCTION OF POSITION

Under the supervision of the Staff Services Manager I (SSM I), the Staff Services Analyst (General) is responsible for a wide variety of analytical transportation-related duties, including policy analysis and formulation; specific subject matter program planning; legislative bill analyses; consultative services to management and/or others; and other duties as assigned for the Special Projects Section and Transportation Planning Unit.

### SUPERVISION RECEIVED

The Staff Services Analyst (General) reports directly to and receives the majority of their assignments from the SSM I. However, direction and assignments may also come from the commander, lieutenant, or other unit managers.

### SUPERVISION EXERCISED

N/A

### WORKING CONDITIONS

General office environment, including cubicle, desktop computer, monitor, and phone. Some travel is required.

### SPECIAL PERSONAL CHARACTERISTICS

Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

### PERCENTAGE OF TIME PERFORMING DUTIES

#### Essential Functions

25%	Conducts research, planning, analysis, and evaluation activities; prepares completed staff work (i.e., correspondence, speeches, reports, legislative bill analyses) for transportation-related subject matter, which includes, but is not limited to, intelligent transportation systems, high-occupancy vehicle and high-occupancy toll lanes, and part-time shoulder use.
25%	With guidance, acts as a Employee Transportation Coordinator, disseminating information regarding transit options, bicycling, and walking in accordance with headquarters campus procedures. Responsible for providing transportation-related education to support efforts in improving air quality.
15%	Analyzes Environmental Impact Reports (EIRs) for departmental impact; distributes EIRs to appropriate Area/Division for geographical analysis and comments, if necessary; tracks the Area/Division response; and notifies management verbally and/or in writing when an Area/Division has submitted comments indicating the EIR will have an impact on departmental operations.
10%	Maintains assigned departmental manuals, General Orders, and Standard Operating Procedures; performs literature review in support of departmental operations.
10%	Assists the SSM I when attending meetings, state conferences, and public hearings related to transportation issues. Keeps Division staff and Executive Management updated verbally and/or in writing of program progress.
5%	Assists the SSM I in providing support for the Transportation Directors meetings and Strategic Highway Safety Program Executive and Steering Committee meetings. This could include making meeting arrangements and providing necessary research and background material on agenda items.

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5%	Assists the SSM I with the headquarters annual Transportation and Wellness Fair activities.
	<b><u>Non-Essential Functions</u></b>
5%	Performs other job-related duties within the scope of the classification, as required.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

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