

Department of Consumer Affairs

Position Duty Statement

HR-41a (Revised 9/2019)

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Classification Title	Board/Bureau/Division
Associate Governmental Program Analyst	Bureau of Automotive Repair (BAR)
Working Title	Office/Unit/Section / Geographic Location
Records Analyst	Records Management Program/Subpoena and Public Records Act, and Certified Records Unit/Rancho Cordova
Position Number	Name and Effective Date
646-140-5393-002	

General Statement: Under the direction of the Staff Services Manager (SSM) I, the Associate Governmental Program Analyst (AGPA) is responsible for independently processing subpoenas, Public Records Act (PRA) requests, and license and record certifications. Specific duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

30% (E) Subpoenas

Independently receive, track, and prepare responses to subpoenas for BAR records or witnesses. Work closely with the Department of Consumer Affairs (DCA) Legal Division on high-profile and complicated subpoenas. Review subpoenas for completeness and compliance with applicable statutes. Prepare necessary objection letters or perform thorough reviews of files to gather subpoenaed documents. Analyze documents to determine those that are disclosable and redact personally identifiable information (PII) on records being provided. Prepare declarations for manager review and signature. Send the subpoenaed documents to the appropriate court or witness within the statutory timeframe and archive the subpoena response.

30% (E) Public Records Act (PRA) Requests

Independently receive, track, and process PRA requests from consumers, researchers, and other state, city, and county agencies. Work closely with the DCA Legal Division on high-profile and complicated PRA requests. Review the PRA requests to determine if BAR possesses responsive documents. Perform thorough checks for requested documents by pulling and reviewing files and working with other BAR programs. Analyze documents to determine those that are disclosable and redact PII on records being provided. Prepare response letters citing the applicable statute for nondisclosure or providing the responsive records. Send the requested records and/or letter to the requester within the statutory timeframe and archive the PRA response.

20% (E) License and Record Certifications

Independently receive, analyze, and track requests for license certifications and certified copies of BAR records, authenticating them as official copies to be used in BAR disciplinary proceedings. Review master files to ensure licensing information in the Consumer Affairs System (CAS) is accurate, requesting corrections from the Licensing Program when necessary. Redact PII on records being certified. Prepare declarations for manager review and signature. Send the certifications to the requesters and archive the certifications in master files.

10% (E) Program Analysis, Reports, and Special Projects

Independently collect, tabulate, and maintain weekly and monthly statistics for the Records Management Program (RMP) to be used for management, departmental, and legislative reports. Prepare narratives to define statistics provided in various reports.

Independently analyze, develop, and update RMP forms, templates, and job aides to ensure they are inclusive of statutory and regulatory amendments and procedural changes.

Assist with the development and updating of procedure manuals for the processing of subpoenas, PRA requests, and license and record certifications. Serve as subject matter expert on projects related to RMP.

10% (M) Miscellaneous

Represent RMP and BAR at meetings, public hearings, conferences, and other functions.

B. Supervision Received

The incumbent works under the direction of the SSM I. However, direction may also come from the Staff Services Manager II.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The incumbent has daily contact with various levels of departmental employees, licensees, applicants, other governmental agencies, and the general public.

F. Actions and Consequences

Failure to provide correct information to the public, licensees, and other government agencies in a courteous, professional, manner could result in complaints and processing delays. Failure to respond to subpoenas or PRA requests within the statutorily mandated response times may place BAR in contempt of court, which may result in monetary fines, or civil action against BAR. Failure to prepare license or record certifications in a timely manner may result in delays in BAR enforcement actions, threatening the health and safety of the public.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting with artificial light and temperature control. The ability to use a personal computer and telephone is essential. The incumbent must be able to frequently remain in a stationary position at a workstation throughout the day and must occasionally position self to perform a variety of tasks including retrieval of files.

H. Other Information

The incumbent must be self-motivated, organized, and able to prioritize work assignments. The incumbent must be punctual, dependable, and able to work independently to meet assigned deadlines. The incumbent must display high levels of skill in communicating both verbally and in writing. The incumbent may be required to travel to meetings, public hearings, conferences, and other functions by various methods of transportation.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name, Classification

Revised: 04/2024