



DUTY STATEMENT

DATE APPOINTED TO CLASS	DATE OF LAST POSITION REVIEW 08/15/18	
DIVISION Field Services	POSITION NUMBER (Agency - Unit - Class - Serial) 421-028-5393-003	
BUREAU/UNIT Basic Training	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

The Associate Governmental Program Analyst has specified staff and analytical responsibility for the curriculum of basic courses, planning and coordination of basic course meetings and workshops, and preparation and submission of documents to the Office of Administrative Law (OAL).

% 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>
	<p>ESSENTIAL FUNCTIONS</p> <p>40% Meeting Planning and Coordination: Plans and coordinates meeting and facility arrangements for the Basic Course Consortium, Basic Training Courses such as Academy Director/Coordinator and Recruit Training Officer, Learning Domain workshops and Peace Officer Standards & Training special seminars; meets with Academy Director/Coordinators and subject matter experts to update instructional materials; negotiates with hotel vendors for goods and services; signs contractual agreements as the state representative and ensures terms of contracts are met; organizes workshop presentations and ensures that all equipment needed for the meeting is available; approves invoices for goods and services received.</p> <p>40% Training and Testing Specifications: Analyzes, identifies and recommends program changes; writes and edits regulatory language proposed by the Basic Training Bureau; prepares Commission agenda items, writes and edits the OAL documents for implementation of proposed regulatory changes; maintains the Training and Testing Specifications for Peace Officer Basic Courses; writes, reviews, modifies and distributes program related correspondence, bulletins and publications.</p> <p>15% Monitors the performance of basic course presenters, gathers and analyzes performance criteria, and prepares reports and recommendations for compliance and improvement.</p> <p>5% Completes special assignments to assist the Bureau Chief; researches and prepares information for reports, including proposed recommendations.</p>
	<p>NON-ESSENTIAL FUNCTIONS</p>

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.

Some travel may be required (e.g., travel to off-site Bureau conferences or 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 carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

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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