



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 05/30/25	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-047-8529-001	
BUREAU/UNIT Compliance, Audit, & Accountability		CLASS TITLE Senior Law Enforcement Consultant	CBID M07
INCUMBENT		WORKING TITLE Bureau Chief	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Assistant Executive Director of the Field Services Division (FSD), the incumbent plans, organizes, and directs the operations of the Compliance, Audit, and Accountability Bureau (CAAB). The CAAB is responsible for conducting internal and external audits of the Commission on Peace Officer Standards and Training (POST) and its affiliated law enforcement partners to ensure effectiveness and efficiency, compliance with state and federal rules, laws, regulations, policies and procedures, and promoting continuous quality improvements in training and operational practices.			
% 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)		
35%	ESSENTIAL FUNCTIONS Manages and directs a team of multidisciplinary staff; plans, assigns, organizes and prioritizes workload and projects; monitors performance and productivity to provide quality services, achieve operational efficiency, and mitigate potential risks; directs activities to maintain compliance with laws, rules, Commission regulations, and POST policies; provides interpretation, instruction, and guidance to complete work as needed; uses a high degree of independence to resolve the most critical, sensitive, and complex issues; completes probationary reports and performance appraisals; mentors, guides, and provides training opportunities for growth and advancement; revises and/or updates duty statements as needed and works with Human Resources to recruit and fill vacant positions; reviews and approves/denies request for leave and Absence and Additional Time Worked Report, STD 634.; initiates progressive discipline as needed; reviews and approves and/or denies invoices, purchase orders, travel expense claims, and CAAB contracts.		
20%	Manages internal and external auditing programs to maintain the highest degree of fiscal responsibility; provides programmatic audit oversight to reviews conducted regarding reimbursements, contracts, purchasing, accounting, capital assets, and other audits deemed appropriate by the Executive Director and/or Assistance Executive Director of FSD.		
20%	Manages the internal case quality assurance program by overseeing the procedures for conducting randomized audits of serious misconduct case outcomes to ensure consistent application of division policies and compliance with applicable laws and regulations; assesses the reliability of documented case closures by reviewing case findings and supporting evidence to verify accuracy and integrity in investigative outcomes; evaluates effectiveness of enforcement activities and makes recommendations for improvements to strengthen accountability, consistency, and overall performance.		

10%	Manages the quality and current relevance of training delivery programs; provides programmatic oversight to POST's Quality Assessment Program (QAP), which is designed to ensure POST certified training is delivered at the highest standard, relevant, and effective in today's modern policing environment.
10%	Represents the Executive Office (EXO) in the development and implementation of departmental policies for CAAB; represents FSD and EXO at meetings on issues that impact POST internally and externally; develops and presents items for Commission, Finance, and Advisory Committee meetings; develops agendas for and presents at statewide symposiums to solicit input from a variety of interest groups regarding law enforcement issues affecting POST; coordinates with other management and staff on a variety of training, testing, auditing, and compliance of Commission regulations.
5%	<p>NON-ESSENTIAL FUNCTIONS</p> <p>Attends FSD and Management Team meetings; works with various groups to develop and implement Strategic Plan objectives assigned to the bureau; works with other management on projects and to resolve problems, conflicts, and/or operational issues; may also be assigned the responsibility of coordinating and directing the work of a major special project assigned by the Commission.</p>

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB *(if applicable)*:

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, and use of a personal computer. Requires mobility to different areas of the work site. The hours of work should cover business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays. However, workload and special projects may require work and travel beyond normal business hours. The position is located in West Sacramento, CA. and travel is required. May be eligible for telework.

Off-site setting – Required traveling (i.e., attends/facilitates meetings, conferences and/or training courses).

The incumbent must be able to use good judgment with his/her time and workload (i.e., meeting multiple and sometimes competing deadlines). The incumbent must at all times exhibit professional behavior when interacting with POST staff, law enforcement agency executives and administrators, legislative members and their staff, law enforcement subject matter experts and presenters/trainers, special interest groups, and members of the public.

Incumbent must demonstrate strong management and interpersonal skills; must be able to address politically sensitivity issues; and achieve consensus solutions.

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 sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require moderate 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
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE