

Department of Consumer Affairs

Position Duty Statement

HR-41a (Revised 9/2019)

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| Classification Title | Board/Bureau/Division |
|-----------------------|---|
| Analyst III | Bureau of Automotive Repair (BAR) |
| Working Title | Office/Unit/Section/Geographic Location |
| Discipline Specialist | Administration Branch/Rancho Cordova |
| Position Number | Name and Effective Date |
| 646-100-5402-XXX | |

General Statement: Under the general direction of the Supervisor II (Sup II), the Analyst III is responsible for providing a high degree of professional and analytical expertise, assistance, and guidance regarding disciplinary matters for the Bureau of Automotive Repair (BAR). The Analyst III serves as BAR's Discipline Subject Matter Expert and independently performs the most complex and/or sensitive disciplinary assignments. Duties include, but are not limited to:

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

50% Employee Discipline (E)

Implement the progressive discipline process for statewide BAR employees through advising and assisting in the preparation and drafting of disciplinary documents, including, but not limited to, counseling and corrective memoranda, performance evaluations, probationary reports, expectations memoranda and administrative time-off letters. Review supporting documentation, consult with legal staff, and prepare Notices of Adverse Action, Notices of Rejection During Probation, Absence Without Leave letters, and termination with-fault letters for service to the employee. Maintain policies, procedures and tools designed to prevent employee discipline issues from occurring, reduce the need for formal action, counsel or correct the behavior or address the behavior through formal action. (20%)

Research relevant sensitive and controversial disciplinary issues and provide recommendations to managers and supervisors on next steps within California, Federal, Labor, and BAR guidelines, statutes. Work closely with BAR and Office of Human Resources (OHR) management, Legal Affairs Division, the Equal Employment Opportunity Office, the Division of Investigation, and various OHR disciplines in regard to discipline issues. (10%)

Provides consultative services and recommendations to BAR supervisors and managers regarding performance management, disciplinary steps, and punitive and non-punitive actions. Minimize or mitigate risk or misconduct by introducing and recommending best practices regarding discipline, discrimination, relation, and other sensitive issues. (10%)

Document thorough and factually verifiable information for use in disciplinary cases; coordinate with the Supervisor I over the BAR Personnel Unit and the analytical staff to gather employee appointment and historical information for use in Adverse Action requests. (10%)

30% Develop Policies and Procedures for Personnel and Discipline Matters (E)

Direct the research and writing of policies at management direction regarding performance, behavior, and adherence to company rules and regulations. Develop and implement approved policies and procedures and monitors effectiveness and compliance. Identify policies or procedures that are deficient or outdated and propose updates.

10% Labor Relations (E)

Provides advice and counseling to BAR supervisors and managers on a variety of labor relations matters such as grievances, relationships with employee organizations, interpretation of laws, rules, decisions, and contract provisions.

Consults with the DCA Labor Relations Officer on ongoing grievance or arbitration cases. Reviews proposed program and policy changes and advises management on labor relations impact.

5% Health and Safety (E)

Assists BAR supervisors and managers in working with DCA Health and Safety Unit to understand and resolve complex and sensitive issues involving Return-to-Work, Family Medical Leave Act, and Temporary Modified Duty assignments.

5% Liaison to Executive Management Team (M)

Serves as a member of the BAR management team and participates in the development of the strategic plan. Represents BAR at various meetings, hearings, conferences, and training classes, and reports the outcomes to executive staff.

B. Supervision Received

The incumbent works under the general direction of the Supervisor II. However, direction may also come from the Deputy Chief.

C. Supervision Exercised

NONE

D. Administrative Responsibility

The incumbent is responsible for the development and carrying out of discipline objectives and the creation of discipline policy and procedure.

E. Personal Contacts

The incumbent has daily contact with all levels of BAR management and staff, departmental divisions and programs for the discipline functions.

F. Actions and Consequences

Failure to effectively perform the duties of the position could result in incorrect or incomplete information disseminated to management and staff, and inappropriate or illegal personnel actions.

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. The incumbent must display a high level of skills in communicating both verbally and in writing. The incumbent must be flexible regarding interruptions and changes in priorities relative to daily workload. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

H. Other Information

The incumbent is expected to travel occasionally, when necessary, to attend meetings, training sessions, and hiring interviews at BAR field offices throughout the state. Incumbent must: possess good communication skills, use good judgement in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively,

and be responsive to BAR management and employee needs.

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

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

Printed Name, Classification

New: 1/2026