

Classification Title	Board/Bureau/Division
Analyst II	Bureau of Automotive Repair (BAR)
Working Title	Office/Unit/Section / Geographic Location
Field Support Services Unit Liaison	Field Support Services Unit / Rancho Cordova
Position Number	Name & Effective Date
646-163-5393-001	

General Statement: Under the direction of the Supervisor I (Sup I), the Analyst II performs difficult and complex consultative and analytical assignments for the Field Operations and Enforcement Division. The Analyst II develops, analyzes, and maintains Field Operation and Enforcement Division reports, and acts as the analytical expert and primary contact for BAR’s twelve statewide field offices regarding inquiries on reports and statistics. The Analyst II is responsible for acting as the subject matter expert on various field operations related projects; researching, planning, and organizing to provide technical consultation and recommendations on complex field operations matters. Duties include, but are not limited to the following:

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

40% (E) Field Operations and Enforcement Activity Reports

Independently develops and employs effective tracking mechanisms for field operations and enforcement data such as; enforcement workload, complaint aging, citations, and inspection and investigation statistics utilizing spreadsheets and other appropriate resources. Ensures requested reporting data is relevant and measurable. Analyzes tracking mechanisms to identify process improvement opportunities and prepares recommendations for management consideration.

Gathers statistical data from BAR’s twelve statewide field offices to prepare and maintain an ongoing workload management file for the Field Operations and Enforcement Division. Interprets field operations and enforcement data to present management with recommendations regarding methods to improve reporting efforts. Reconciles the Activity Reporting Sheet (ARS) submitted monthly by the twelve field offices. Using collected data, provides field office management with recommendations for field operations and enforcement strategic planning.

25% (E) Field Operations and Enforcement Workload Management File Reports

Prepares the comprehensive and condensed versions of monthly, quarterly, and annual Enforcement File Reports for distribution to field office management. Reviews field operations statistical data to ensure its validity and reliability. Creates charts, graphs, and other visually communicative formats to provide management with samples of data that is representative of the whole.

15% (E) Analytical Expert and Subject Matter Expert on Reports

Serves as a subject matter expert on field operations and enforcement analytical functions, data, and reports.

Serves as the primary contact for management, supervisors, and staff for BAR's twelve statewide field offices regarding reporting inquiries and accuracy of field office entries in the Department's Consumer Affairs System (CAS) to ensure data reporting consistencies throughout the twelve statewide field offices.

Acts as the Branch's analytical expert on special projects, such as development and implementation of statewide data tracking procedures. Oversees and ensures that all special projects, analytical in nature, assigned within the Branch are completed timely, accurately, and meet management expectations.

10% (E) Enforcement Statistics Profile Report

Collects, analyzes, and summarizes statewide field operations and enforcement data from CAS/ADHOC reports and various other internal tracking mechanisms to prepare statistical reports for submission to field office management.

10% (E) Analytical Support

Responds to field operations and enforcement-related public records requests, insurance requests, and auto body inspection requests and maintains associated logs. Attends/coordinates and provides analytical support of meetings, trainings, and conferences.

Reviews and maintains standardized field operations and enforcement related forms used by BAR's twelve statewide field offices to ensure consistency and applicable data is captured for related reports.

B. Supervision Received

The incumbent works under the direction of the Supervisor I but may receive direction and assignments from the Field Operations and Enforcement Division Deputy Chief.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent has daily personal and telephone contact with employees at various levels within the Bureau on a statewide basis. This position also requires interface with other units within the Department, other government agencies, and private entities.

F. Actions and Consequences

Inability to accurately and efficiently carry out the duties as outlined will negatively impact the operational needs of the branch, the validity of information being provided to field office management, and the integrity of the Bureau and Department.

G. Functional Requirements

No specific physical requirements are present. The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a

personal computer, telephone, fax machine, copier, and other standard office equipment is essential.

H. Other Information

Incumbent must have the ability to work cooperatively with others, maintain consistent attendance, and work under changing priorities and deadlines. Advanced knowledge and proficiency with Word and Excel is required. The incumbent is required to travel throughout an assigned geographical area 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

Printed Name

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

Revised: 2/2026