

**Department of Consumer Affairs**

Position Duty Statement

HR-41a (Revised 9/2019)

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<b>Classification Title</b>	<b>Board/Bureau/Division</b>
Analyst III	Bureau of Automotive Repair (BAR)
<b>Working Title</b>	<b>Office/Unit/Section / Geographic Location</b>
Records Management Administrator	Records Management Program/Subpoena and Public Records Act, and Certified Records Unit/Rancho Cordova
<b>Position Number</b>	<b>Name and Effective Date</b>
646-140-5402-XXX	

**General Statement:** Under the general direction of the Supervisor I, the Analyst III is responsible for the administration and administrative planning regarding legal and analytical processes and procedure for the Records Management Program (RMP) and the RMP's two subunits Records Management Unit (RMU) and Subpoena, Public Records Act, and Certified Records Unit (SPU). Specific duties include, but are not limited to, the following:

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

**50% (E) Records Management Program Administration**

Responsible for the highest-level generation and coordination of Records Management data for specialized assignment of licensure and disciplinary records requests for all BAR licensees and is also responsible for fulfilling requests for copies of official records for use in investigations and subpoena, Public Records Act (PRA), and certified records requests. (20%)

Perform legal and analytical research on the most complex, sensitive, or escalated incoming departmental and external requests to ensure proper handling. Provide in-depth auditing of privileged investigatory information and exemptions. Coordinate with internal and external stakeholders to determine precedent on deliverable requests. (20%)

Work closely with department wide program heads, the Deputy Attorney General, outside State and Federal agencies, and Department of Consumer Affairs (DCA) Legal Division and provide consultative services and recommendations to BAR supervisors and Executive staff regarding release of sensitive information and records. (10%)

**25% (E) Custodian of Records**

In lieu of the Custodian of Records, act in the authorized legal capacity as Custodian of Records, qualified witness, and subject matter expert regarding records management and records retention as set forth in law, regulation, guidelines, and DCA and BAR specific processes and procedures. Perform final review of responses to subpoenas for BAR records or witnesses, PRA requests and License History Certifications. Certifies records and signs declarations in absence of the Custodian of Records. Ensures that responsive documents are disclosable and PII is redacted on records being provided. May be called to appear at Judicial proceedings as Custodian of Records.

Prepare responses to the more complex subpoenas for BAR records or witnesses, PRA and License Certification requests. Work closely with the Department of Consumer Affairs (DCA) Legal Division on high-profile and complicated subpoenas and PRA requests. Coordinate with management, Executive staff and other BAR programs to identify and prepare responsive records for subpoenas and PRA request.

Independently research and analyze laws and regulations related to records management, subpoenas, PRA and license certifications. Develop, and update RMP forms, templates, and job

aids to ensure they are inclusive of statutory and regulatory amendments and procedural changes. Consults with management, Executive staff and DCA Legal to recommend policy change and other policy related issues.

**20% (E) RMU and SPU Program Evaluation**

Conduct training for RMP staff and facilitate training for other BAR programs related to records submissions, subpoena, and PRA procedures and policies and other issues related to the RMP. In collaboration with program lead analysts, develop, plan and test program processes.

Evaluate Records Management processes, policies and procedures for managing BAR's records and implement improvements and alternative processes within the program. Research, investigate, and resolve complex, sensitive, and technical BAR records management issues and problems. Develop and implement approved policies and procedures. Monitor effectiveness and compliance for records submitted to Master File from other BAR programs. Coordinate workflow and process improvements for records submitted to Masterfile and facilitate implementation of improved processes.

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. Prepare reports and presentation materials for management and Executive staff. Conduct presentations at staff meetings and other meetings as directed. May represent RMP and BAR at meetings, public hearings, conferences, and other functions.

Independently analyze, develop, and update RMP forms, templates, and job aids 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.

**5% (M) Miscellaneous**

Represent RMP and BAR at meetings, public hearings, conferences, and other functions. Serve as liaison between RMP and other programs, including BAR's Licensing, Consumer Assistance Program, Field Operations and Enforcement Division, and Technology Services Branch. Attend staff meetings and training as related to program functions, participate in special projects, and perform other duties as required.

**B. Supervision Received**

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

**Conflict of Interest**

*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 1<sup>st</sup>, and within 30 days of leaving office.*

**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.)

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Employee Signature

Date

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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.**

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Supervisor Signature

Date

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Supervisor's Printed Name, Classification

**New: 03/2026**