



## DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 02/09/26	
DIVISION Field Services Division		POSITION NUMBER (Agency - Unit - Class - Serial) 421-047-5157-800	
BUREAU/UNIT Compliance, Audit, and Accountability Bureau		CLASS TITLE Analyst I	CBID R01
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Supervisor II in the Commission on Peace Officer Standards and Training (POST) Compliance, Audit, and Accountability Bureau (CAAB), the Analyst I performs analytical, compliance, and operational audit support functions that directly contribute to CAAB's policy development, strategic initiatives, administrative oversight, and regulatory compliance responsibilities.			
% 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>			
<b>ESSENTIAL FUNCTIONS</b>			
40%	ASSESSMENT SUPPORT: Reviews the development, documentation, and execution of POST administrative policy functions (e.g., contracts, budget, etc.) to ensure alignment with executive direction, departmental policies, and state rules, regulations, and policies; collaborates with support staff in other POST bureaus to research and collect data on internal administrative functions and policies; analyzes and interprets data of average difficulty from bureaus to identify risks, inefficiencies, and compliance gaps; documents and summarizes findings for Supervisor II review .		
30%	POLICY DEVELOPMENT: Collaborates and coordinates with support staff in other POST bureaus to assist in the update and development of policies and procedures for various departmental administrative functions; serves as a resource in workgroups; assists in the review and revision of draft policies and regulatory materials for clarity, consistency, and compliance with established formatting and procedural standards; performs the necessary follow-up activities with support staff from POST bureaus to ensure that desired outcomes are achieved.		
25%	ADMINISTRATIVE SUPPORT: Prepares clear, timely, and accurate written reports and correspondence, as requested; serves as a point of contact for information requests related to CAAB audits, reviews, and compliance activities; maintains CAAB's calendar and project tracking logs; prepares and provides project and assignment status reports to the Supervisor II and/or Bureau Chief; coordinates meeting logistics, agendas, and documentation for CAAB meetings; communicates professionally and tactfully when handling sensitive administrative and policy matters; develops reference guides, desk manuals, and procedural documentation to support standardized administrative and policy practices.		
<b>NON-ESSENTIAL FUNCTIONS</b>			
5%	Performs other job-related duties within the scope of the classification, as needed.		

## WORK ENVIRONMENT

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. May be eligible for telework.

Off-site setting – Some travel may be required (e.g., to attend and/or facilitate meetings, conferences and training).

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.

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
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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## DUTY STATEMENT

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BUREAU/UNIT Compliance, Audit, and Accountability Bureau		CLASS TITLE Analyst II	CBID R01
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Supervisor II in the Commission on Peace Officer Standards and Training (POST) Compliance, Audit, and Accountability Bureau (CAAB), the Analyst II performs complex analytical, compliance, and operational audit support functions that directly contribute to CAAB's policy development, strategic initiatives, administrative oversight, and regulatory compliance responsibilities.			
<p>% of time performing duties</p> <p>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>			
<b>ESSENTIAL FUNCTIONS</b>			
40%	<p><b>ASSESSMENT:</b> Performs program evaluation and analyzes the development, documentation, and execution of POST administrative policy functions (e.g., contracts, budget, etc.) and provides recommendations or solutions to the Supervisor II that are aligned with executive direction, departmental policies, and state rules, regulations, and policies; collaborates with POST bureaus to collect statistics and analyze complex data on internal administrative functions and policies; interprets state rules, regulations, and policies to identify risks, inefficiencies, and compliance gaps; provides a summary of findings and recommendations for Supervisor review.</p>		
30%	<p><b>POLICY DEVELOPMENT:</b> Independently facilitates meetings with POST bureaus to update and develop policies and procedures for various departmental administrative functions; reviews, revises, and makes recommendations on departmental draft policies and regulatory materials for clarity, consistency, and compliance with established formatting and procedural standards; communicates significant changes in departmental administrative operations and policies to POST bureaus and identifies potential impact and suggestions for implementation; independently follows up with POST bureaus to ensure that desired outcomes are achieved.</p>		
25%	<p><b>ADMINISTRATIVE SUPPORT:</b> Prepares, reviews, and revises written reports and correspondence, as requested, ensuring clarity, accuracy, and timeliness; responds to information requests related to CAAB audits, reviews, and compliance activities; maintains CAAB's calendar and project tracking logs; prepares and provides project and assignment status reports to the Supervisor II and/or Bureau Chief; represents CAAB in workgroups, meetings, and events; coordinates meeting logistics, agendas, and documentation for CAAB meetings; communicates professionally and tactfully when handling sensitive administrative and policy matters; reviews, develops, and revises reference guides, desk manuals, and procedural documentation to support standardized administrative and policy practices; provides guidance on administrative and policy matters.</p>		

**NON-ESSENTIAL FUNCTIONS**

5% Performs other job-related duties within the scope of the classification, as needed.

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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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