



## DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 01/01/26	
DIVISION Peace Officer Standards Accountability Division		POSITION NUMBER (Agency - Unit - Class - Serial) 421-040-5157-804	
BUREAU/UNIT Intake and Disposition Bureau/Decertification and Disposition Unit		CLASS TITLE Analyst I	CBID R01
INCUMBENT		WORKING TITLE Analyst I	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Supervisor II, the incumbent performs a wide variety of consultative and analytical work in the Commission on Peace Officer Standards and Training's (POST) Intake and Disposition Bureau. The incumbent is primarily responsible for the review and evaluation, tracking, and final disposition of reports of serious misconduct cases, including assisting with the coordination of all decertification cases.			
<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%	Uses the case management system and reporting platforms, responsible for tracking reported cases of serious misconduct from intake to final disposition; reviews reported cases of serious misconduct for completeness, thoroughness, and other requirements; communicates with agencies; and under direction, confirms peace officer certification status prior to final case closure.		
30%	Assists with drafting case status and disposition correspondence to involved parties on behalf of the Peace Officer Standards Accountability Division; assists with internal policy analysis and creating and maintaining workflows and desk manuals; assists with the preparation of quarterly reports on allegations of serious misconduct received by POST.		
15%	Consults with POST staff, management, and other stakeholders to provide and secure information received from the case management system; assists in providing Mark 43 consultation and training to POST staff and stakeholders; assists in pulling statistical data from Mark 43 and Power BI to create comprehensive reports for the Board and Commission; assists with providing technical assistance to external entities as necessary; and assists with various special projects/assignments.		
10%	Assists with performing miscellaneous research related to reporting needs and assists in maintaining the status of pending investigations of allegations of serious misconduct.		
<b>NON-ESSENTIAL FUNCTIONS</b>			
5%	Performs other job-related duties within the scope of the classification.		

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

**WORK ENVIRONMENT**

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. Assignment is at POST headquarters in West Sacramento. This position may be eligible for telework.

Some travel may be required (e.g., travel to off-site Bureau conferences or meetings or training and provide assistance to POST as necessary).

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 light 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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DIVISION		POSITION NUMBER (Agency - Unit - Class - Serial)	
Peace Officer Standards Accountability Division		421-040-5393-804	
BUREAU/UNIT		CLASS TITLE	CBID
Intake and Disposition Bureau/Decertification and Disposition Unit		Analyst II	R01
INCUMBENT		WORKING TITLE	
		Analyst II	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS			
Under the direction of the Supervisor II, the incumbent performs the more responsible, varied, and complex analytical work in the Commission on Peace Officer Standards and Training's (POST) Intake and Disposition Bureau. The incumbent is primarily responsible for the review and evaluation, tracking, and final disposition of reports of serious misconduct cases, including the coordination of all decertification cases.			
% 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%	Using the case management system and reporting platforms, responsible for tracking reported cases of serious misconduct from intake to final disposition; coordinating decertification cases throughout the whole process; communicates with law enforcement agencies, subject peace officers, and legal counsel; as the subject matter expert, conducts complex and technical reviews of reported cases of serious misconduct for completeness, thoroughness, and other requirements; coordinates with the Certification Bureau to confirm peace officer certification status prior to final case closure; and ensures case files are completed prior to final disposition at the conclusion of the investigation and the final rendering of the decision.		
30%	Drafts case status and disposition correspondence on behalf of the Peace Officer Standards Accountability Division; creates and provides training to staff; conducts internal policy analysis and formulation; creates and maintains workflows and desk manuals; prepares annual, quarterly, and monthly statistical reports on allegations of serious misconduct received by POST.		
15%	Consults with POST staff, management, and other stakeholders to provide and secure information received from the case management system; provides Mark 43 consultation and training to POST staff and stakeholders; pulls statistical data from Mark 43 and Power BI to create comprehensive reports for the Board and Commission; provides technical assistance to external entities as necessary; coordinates, leads, and/or assists with various special projects/assignments.		
10%	Performs miscellaneous research related to reporting needs and assists in the maintenance of current information on pending investigations of allegations of serious misconduct.		
	<b>NON-ESSENTIAL FUNCTIONS</b>		
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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