

Classification	Board/Bureau/Division
Analyst I	Bureau for Private Postsecondary Education
Working Title	Office/Unit/Section/Geographic Location
Compliance Analyst	Compliance and Discipline Section/Compliance Unit/Sacramento
Position Number	Name and Effective Date
644-140-5157-xxx	

General Statement: Under the supervision of the Bureau for Private Postsecondary Education (Bureau) Compliance Manager, Supervisor I, the Compliance Analyst, Analyst I, reviews and inspects less complex Bureau approved educational institutions for compliance with the provisions of the California Private Postsecondary Education Act of 2009 and Bureau regulations. Duties include, but are not limited to:

A. SPECIFIC ACTIVITIES [Essential (E)/ Marginal (M) Functions]

90% (E) Educational Institution Compliance Inspections

Conducts comprehensive on-site inspections of the less complex Bureau-approved educational institutions (non-degree-granting) to determine compliance with minimum operating standards, in accordance with applicable laws and regulations. (30%)

Researches institutional history to support inspection planning and case development; compiles, organizes, and analyzes inspection documentation with oversight from the Supervisor I; and prepares and presents written reports assessing institutional compliance with statutory and regulatory minimum operating standards. Analyzes institutional submissions to determine compliance with all applicable laws and regulations and drafts enforcement referral recommendations supported by documentation and evidence when institutions are found out of compliance or in violation. Also testifies as a subject matter expert in administrative hearings, as needed. (40%)

Communication and Interagency Coordination. Communicates, with guidance from the Supervisor I, with regulatory agencies, Bureau sections, and institutional representatives to gather, clarify, and verify relevant information. Coordinates and participates in joint inspections with other regulatory agencies. (10%)

Review and evaluate the inspection workload with direction and support from the Supervisor I to ensure timely and accurate completion of assigned responsibilities by utilizing Bureau databases to track inspection activities and monitor case progress, reviewing and analyzing workload assigned by the Supervisor I to ensure timely site inspections and documentation, and initiating, coordinating, and developing case strategies in alignment with Bureau priorities and regulatory requirements. (10%)

10% (M) Special Assignments, Regulatory Review, and Meetings

- Reviews, updates, and drafts compliance inspection business processes, procedures, and training modules with oversight from the Supervisor I for supervisor and management review.
- Assists with the compilation of statistical data and reports on significant issues related to the Compliance Units.
- Reviews current and proposed laws and regulations that will impact the Compliance

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Units and advise management on potential impact.

- Assists with Bureau outreach efforts to educational institutions, including but not limited to workshops and outreach to students affected by school closures.
- Participates in staff meetings.
- Based on operational needs, may act as a back-up to the Notice to Comply analyst by drafting, issuing, and monitoring compliance.

B. Supervision Received

The Analyst I is under the supervision and receives assignments from the Supervisor I. Incumbent may also receive assignments from the Compliance Chief, Deputy Bureau Chief, and Bureau Chief or Unit Leads.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

Incumbent will have daily contact with Bureau management and Bureau staff. Incumbent will have frequent contact with departmental program staff, other governmental and regulatory agencies, representatives and affiliates of private postsecondary institutions, consumers, students, or industry stakeholders interested in program operations.

F. Actions and Consequences

Failure to perform timely reviews, make thorough and accurate assessments and judgments or effectively administer the laws and regulations that govern private postsecondary educational institutions may result in harm to the general public, unapproved/inefficient operations of private postsecondary educational institutions, or unjustified determinations against private postsecondary educational institutions. Failure to exercise good judgment in responding to requests for public information or in the handling of sensitive issues may result in incorrect information being released, which could jeopardize the confidence and integrity of the Bureau or the Department of Consumer Affairs.

G. Functional Requirements

Incumbent works independently in a field setting. Travel throughout California, by various methods of transportation, is required. Incumbent works 40 hours a week. Travel typically necessitates overnight stay(s) in hotels. Daily access to and use of a notebook computer, cellular telephone, and portable office equipment is essential. Sitting and standing requirements are consistent with the selected mode of travel i.e., car, airplane, train, bus, and various office settings of educational institutions. Occasional lifting of 10-20 pounds may be necessary.

H. Other Information

Due to the confidential and sensitive nature of the assignments, incumbent must consistently exercise a high degree of initiative, independence, sound judgment, and creativity in performing assigned tasks. Incumbent must be self-motivated, conscientious, and dependable. Professional courtesy and the ability to act independently must be demonstrated at all times. Incumbent routinely works with sensitive and confidential issues and/or documents and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals, or to sensitive program matters at all times.

In all job functions, employees are responsible for creating an inclusive, safe, and secure

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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

Adherence to a consistent work schedule is critical to the successful performance of the position due to the heavy workload and time-sensitive nature of the work.

The following competencies are important for successful job performance:

Analytical Thinking	Conflict Resolution	Developing Others
Planning and Organizing	Teamwork	Communication
Customer Focus	Ethics and Integrity	Foster Diversity
Interpersonal Skills	Personal Credibility	

The following skills are important for successful job performance:

Writing skills	Effective communication skills	Organizational skills
Analytical skills	Interpersonal skills	Planning skills
Speaking skills	Prioritization skills	Computer skills

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 and Safety analyst.)

Employee Signature

Date

Employee 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

Revised 06/2026

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Classification	Board/Bureau/Division
Analyst II	Bureau for Private Postsecondary Education
Working Title	Office/Unit/Section/Geographic Location
Compliance Analyst	Compliance and Discipline Section/Compliance Unit/ Sacramento
Position Number	Name and Effective Date
644-140-5393-xxx	.

General Statement: Under the supervision of the Bureau for Private Postsecondary Education (Bureau) Compliance Manager, Supervisor I, the Compliance Analyst, Analyst II, reviews and inspects the most complex Bureau approved educational institutions for compliance with the provisions of the California Private Postsecondary Education Act of 2009 and Bureau regulations. Duties include, but are not limited to:

A. SPECIFIC ACTIVITIES [Essential (E)/ Marginal (M) Functions]

90% (E) Educational Institution Compliance Inspections

Independently conducts the more complex, comprehensive on-site inspections of the most complex Bureau-approved educational institutions (degree-granting and non-degree-granting) to determine compliance with minimum operating standards, in accordance with applicable laws and regulations. (30%)

Researches institutional history to support inspection planning and case development; independently compiles, organizes, and analyzes inspection documentation; and prepares and presents complex written reports assessing institutional compliance with statutory and regulatory minimum operating standards. Analyzes institutional submissions to determine compliance with all applicable laws and regulations and independently drafts enforcement referral recommendations supported by documentation and evidence when institutions are found out of compliance or in violation. Also testifies as a subject matter expert in administrative hearings, as needed. (40%)

Communication and Interagency Coordination. Communicates independently (both in writing and orally) with regulatory agencies, Bureau sections, and institutional representatives to gather, clarify, and verify relevant information. Coordinates and participates in joint inspections with other regulatory agencies. (10%)

Independently oversees and manages the inspection workload of other analysts to ensure timely and accurate completion of assigned responsibilities by utilizing Bureau databases to track inspection activities and monitor case progress, reviewing and analyzing workload assigned by the Supervisor I to ensure timely site inspections and documentation, and independently initiating, coordinating, and developing case strategies in alignment with Bureau priorities and regulatory requirements. (10%)

10% (M) Special Assignments, Regulatory Review, and Meetings

- Independently reviews, updates and drafts compliance inspection business processes/procedures and training modules for supervisor and management review.
- Assists with the compilation of statistical data and reports on significant issues related to the Compliance Units.
- Reviews current and proposed laws and regulations that will impact the Compliance Units and provide recommendations to management.
- Assists with Bureau outreach efforts to educational institutions, including but not

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limited to, workshops and outreach to students affected by school closures.

- Participates in staff meetings.
- Assists in cross training new Compliance Unit employees as directed by the Supervisor I.
- Based on operational needs may act as a back up to the Notice to Comply analyst by drafting, issuing, and monitoring compliance.

B. Supervision Received

The Analyst II receives direction and assignments from the Supervisor I. Incumbent may also receive assignments from the Compliance Chief, Deputy Bureau Chief, and Bureau Chief.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

Incumbent will have daily contact with Bureau management and Bureau staff. Incumbent will have frequent contact with departmental program staff, other governmental and regulatory agencies, representatives and affiliates of private postsecondary institutions, consumers, students, or industry stakeholders interested in program operations.

F. Actions and Consequences

Failure to perform timely reviews, make thorough and accurate assessments and judgments or effectively administer the laws and regulations that govern private postsecondary educational institutions may result in harm to the general public, unapproved/inefficient operations of private postsecondary educational institutions, or unjustified determinations against private postsecondary educational institutions. Failure to exercise good judgment in responding to requests for public information or in the handling of sensitive issues may result in incorrect information being released, which could jeopardize the confidence and integrity of the Bureau or the DCA.

G. Functional Requirements

Incumbent works 40 hours a week in an office setting. Travel typically necessitates overnight stay(s) in hotels multiple times a month. Daily access to and use of a notebook computer, cellular telephone, and portable office is essential. Sitting and standing requirements are consistent with the selected mode of travel and various office settings of educational institutions. Occasional lifting of 10-15 pounds may be necessary.

H. Other Information

The incumbent is required to travel throughout California by various methods of transportation. Due to the confidential and sensitive nature of the assignments, incumbent must consistently exercise a high degree of initiative, independence, sound judgment, and creativity in performing assigned tasks. Incumbent must be self-motivated, conscientious, and dependable. Professional courtesy and the ability to act independently must be demonstrated at all times. Incumbent routinely works with sensitive and confidential issues and/or documents and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals, or to sensitive program matters at all times.

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,

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and work toward improving outcomes for all Californians.

Adherence to a consistent work schedule is critical to the successful performance of the position due to the heavy workload and time-sensitive nature of the work.

The following competencies are important for successful job performance:

Analytical Thinking	Conflict Resolution	Developing Others
Planning and Organizing	Teamwork	Communication
Customer Focus	Ethics and Integrity	Foster Diversity
Interpersonal Skills	Personal Credibility	

The following skills are important for successful job performance:

Writing skills	Effective communication skills	Organizational skills
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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 and Safety analyst.)

Employee Signature

Date

Employee 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

Supervisor Printed Name

Revised 06/2026