

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21)



NAME	EFFECTIVE DATE
CLASSIFICATION TITLE Analyst II	POSITION NUMBER 410-140-5393-XXX
WORKING TITLE Analyst II	DIVISION/OFFICE/UNIT/SECTION Enforcement
BARGAINING UNIT 1	GEOGRAPHIC LOCATION Sacramento

General Statement: Under the direction of the Financial Institutions Manager, the Analyst II is responsible for independently performing analytical and operational support for the Enforcement Division. Duties include, but are not limited to, the following:

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

- 40% (E) **Reports:** Use independent judgment and discretion to interpret and apply statutes, regulations, policies and procedures. Responsible for researching, analyzing, tabulating, reconciling, and compiling data within departmental and external databases to generate reports and statistical information for the Enforcement Division. Demonstrates a working knowledge of Microsoft Word, Excel, PowerBI, Visio, LexisNexis, Westlaw and various departmental databases used to generate departmental reports and conduct market research. Independently interpret, develop, compile, and maintain the Enforcement Division policies and procedures, and coordinate with colleagues, coworkers, management, and/or other stakeholders to perform contract administration, data management within the Divisions' electronic case management system, and other data analysis duties as necessary. Independently draft reports, provide recommendations to management, and develop solutions to support Enforcement Division Operations.
- 15% (E) **Contract Manager:** Independently inputs procurement and contract requests for Enforcement services. Maintains contracts for Enforcement services and ensures appropriateness and correctness of billings, including tracking expenditures; work directly with the contract vendors.
- 15% (E) **Complaint Team Support:** Independently interprets and applies departmental policy when reviewing incoming information from the public and interagency; prepares, analyzes, and researches complaint data; respond to public complaints and inquiries; independently prepares correspondence to the public including outside agencies regarding complainants; processes and tracks

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consumer complaints relating to all laws under the jurisdiction of the department, exercising independent judgment to determine appropriate routing and next steps; and prepares correspondence and other documents regarding responses to the public and interagency communications regarding jurisdiction and complaint routing.

15% (E) **Trainer/Lead and Backup:** Act in a lead capacity and provide guidance and training to Analyst I. Serve as a backup for the other Analysts under the Division.

10% (E) **Personnel Liaison:** Serves as a backup Personnel Liaison between the Enforcement Division and the Human Resources Office (HRO).

5% (M) Performs other job-related duties as required at the direction of the Financial Institutions Manager and in cooperation with Enforcement management.

B. Supervision Received

The Analyst II reports directly to and receives the majority of assignments from the Financial Institutions Manager; however, direction and assignments may also come from the Supervisor I, Assistant Chief Counsels, or Deputy Commissioner.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The Analyst II has daily contact with Enforcement supervisors/managers to discuss assignments, provide updates, and reports on ongoing issues; daily contact with managers to provide guidance, consultation, and technical assistance on reporting, data analysis, contract administration, and operational procedures. Maintains contact with DFPI HR staff regarding personnel actions in a backup capacity, and with Enforcement staff, contract vendors, and external stakeholders as needed to support Enforcement Division operations or respond to public complaints and inquiries.

F. Actions and Consequences

Failure to effectively perform the duties of the position could result in incorrect or incomplete information disseminated to management and staff, inappropriate or illegal personnel actions and the inability of the assigned clients, the division, or the Department to meet goals or objectives.

G. Functional Requirements

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The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier, and fax machine is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting and standing consistent with office work, and light lifting of no more than 25 lbs.

H. Other Information

Incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to DFPI's management needs. The incumbent routinely works with all levels of management and staff and is expected to maintain confidentiality at all times.

CONFLICT OF INTEREST

This position is subject to Title 10, § 250.30 of the California Code of Regulations, the Department of Financial Protection and Innovation's Conflict of Interest Regulations, the incumbent is required to submit a Statements of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

FINGERPRINTING

Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with DFPI's (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the 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.

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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 & Safety analyst.)

Employee Signature

Date

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.

Supervisor Signature

Date

Supervisor's Printed Name, Classification