



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 03/16/26	
DIVISION Executive Office		POSITION NUMBER (Agency - Unit - Class - Serial) 421-003-5157-805	
BUREAU/UNIT Human Resources		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 I, the Analyst I performs a variety of work, of average difficulty, for the Commission on Peace Officer Standards and Training (POST) Human Resources (HR) Office.			
% 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. (Use additional sheet if necessary)	
ESSENTIAL FUNCTIONS			
40%	Processes payroll documents through the State Controller's Office (SCO) system, including but not limited to: personnel action request documents to initiate employee appointments, separations, promotional and miscellaneous transactions; responsible for determining appropriate salary by identifying and applying applicable laws and rules; using My/CalPERS, processes employee health, dental, vision, and FlexElect benefits; using the California Leave Accounting System, audits and processes monthly attendance reports; prepares and processes dock, accounts receivables and garnishments; generates regular, miscellaneous and lump sum payments; processes, verifies and releases all pay warrants and reconciles master pay.		
20%	Consults with and advises managers on RTW issues; conducts the employee interactive process and provides the employee with viable options for returning to work; processes Worker's Compensation, Non-Industrial Disability Insurance (NDI) and State Disability Insurance (SDI) claims; calculates and enters all related pay documents into SCO to generate disability payments; responsible for Family Medical Leave Act (FMLA) program; accurately reviews FMLA medical certifications and issues approval/denial letters; consults with, advises, and educates managers on Workers' Compensation, FMLA, disability retirement and NDI/SDI issues; serves as the liaison with State Compensation Insurance Fund (SCIF) to report employee claims.		
15%	Provides new employee orientation to new POST employees; meets with new employees on their first day and reviews new hire paperwork; reviews POST policies and how to access them in Microsoft TEAMS; provides information and answers questions related to available benefits including but not limited to: health, dental, vision and Savings Plus; provides timesheet training; explains leave accruals, usage, and options, and how to request time off; reviews and explains new employee training requirements and timelines; responsible for accurately completing and signing all new employee paperwork; schedules follow up meeting with new employee to review any outstanding paperwork and/or training and answer questions; coordinates exit process for separating employees; meets with separating employee to review the Separation checklist and provide any necessary paperwork and/or information.		

10%	Acts as the Employee Recognition Coordinator; maintains POST Merit Award Program, Employee Suggestion Program, 25-Year Service and Retirement Awards program; responsible for maintenance of the HR Records Retention Policy; updates annually and maintains storage log and records retention schedule.
10%	Assists with HR special projects as needed; acts as backup to the training coordinator, reviews, approves, and coordinates various training; completes various payroll, benefit, and recruitment reporting requirements; requests, coordinates, and completes A01 eligibility checks for potential POST hires and for existing POST employees.
5%	<p>NON-ESSENTIAL FUNCTIONS</p> <p>Acts as backup to other HR staff; performs other job-related duties within the scope of the classification.</p>

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. 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).

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
EMPLOYEE'S STATEMENT: <ul style="list-style-type: none"> • 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
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 07/02/26	
DIVISION Executive Office		POSITION NUMBER (Agency - Unit - Class - Serial) 421-003-5393-805	
BUREAU/UNIT Human Resources		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 general direction of the Supervisor I, the Analyst II performs the more responsible, varied and complex work associated with the Commission on Peace Officer Standards and Training (POST) Human Resources (HR) Office.			
% 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>	
ESSENTIAL FUNCTIONS			
40%	Independently processes payroll documents through the State Controller's Office (SCO) system, including but not limited to: personnel action requests to initiate employee appointments, separations, promotional and miscellaneous transactions; responsible for determining appropriate salary by identifying and applying applicable laws and rules; using My/CalPERS, processes employee health, dental, vision, and FlexElect benefits; using the California Leave Accounting System, audits and processes monthly attendance reports; prepares and processes dock, accounts receivables and garnishments; generates regular, miscellaneous and lump sum payments; processes, verifies and releases all pay warrants and reconciles master pay; reviews pay letters, personnel letters and leave letters to determine impact to HR and payroll related services and functions; independently interprets, explains, and applies civil service laws, rules and regulations and BU language; POST policies and procedures, and governmental codes related to personnel related matters.		
20%	Independently consults with and advises managers on RTW issues; conducts the employee interactive process and provides the employee with viable options for returning to work; processes Worker's Compensation, Non-Industrial Disability Insurance (NDI) and State Disability Insurance (SDI) claims; calculates and enters all related pay documents into SCO to generate disability payments; responsible for Family Medical Leave Act (FMLA) program; accurately reviews FMLA medical certifications and issues approval/denial letters; consults with, advises, and educates managers on Workers' Compensation, FMLA, disability retirement and NDI/SDI issues; creates and provides ongoing training to managers on RTW processes and benefits; serves as the liaison with State Compensation Insurance Fund (SCIF) to report employee claims; completes SCIF payroll audits; ensures all classifications are appropriately categorized to ensure policy premiums are accurate.		
15%	Provides new employee orientation to new POST employees; meets with new employees on their first day and reviews new hire paperwork; reviews POST policies and how to access them in Microsoft TEAMS; provides information and answers questions related to available benefits including but not limited to: health, dental, vision and Savings Plus; provides timesheet training; explains leave accruals, usage, and options, and how to request time off; reviews and explains new employee training requirements and timelines; responsible for accurately completing and signing all new employee paperwork; schedules follow up meeting with new employee to review any outstanding paperwork and/or training		

	and answer questions; coordinates exit process for separating employees; meets with separating employee to review the separation checklist and provide any necessary paperwork and/or information; maintains associated policies and procedures and creates adhoc reports upon request; regularly reviews and evaluates the effectiveness of new employee orientations, making adjustments as needed to reach desirable outcomes; collaborates with HR staff to monitor implementation of POST's Strategic Plan and track progress towards goals related to employee engagement and new employee feedback surveys.
10%	Acts as the Employee Recognition Coordinator; maintains POST Merit Award Program, Employee Suggestion Program, 25-Year Service and Retirement Awards program; responsible for maintenance of the HR Records Retention Policy; updates annually and independently maintains storage log and records retention schedule.
10%	Assists with HR special projects as needed; acts as backup to the training coordinator, reviews, approves, and coordinates various training; completes various payroll and benefit reporting requirements; requests, coordinates, and completes A01 eligibility checks for potential POST hires and for existing POST employees;

	NON-ESSENTIAL FUNCTIONS
5%	Acts as backup to other HR staff; performs other job-related duties within the scope of the classification.

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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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