

DUTY STATEMENT

DS 3022 (6/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
PORTERVILLE DEVELOPMENTAL CENTER
PROTECTIVE SERVICES BRANCH**

DUTY STATEMENT

JOB TITLE: Analyst I
NAME:

POSITION #: 472-291-5157-001

The Protective Services Branch (PSB) is a Law Enforcement Agency. Applicants shall not be appointed to this position without a background check. A PSB background check includes interviews of employment and personal references, FBI and California DOJ fingerprint clearances, and DMV clearance(s). The selected applicant must complete a notarized waiver for access to their personal records.

POSITION DESCRIPTION: Under the supervision of the Supervising Special Investigator I (SSI I), Lieutenant, Protective Services Branch (PSB), the Analyst I will perform technical, analytical staff services assignments such as preparing reports, analyzing data, and presenting ideas and recommendations on procedures, policies, and program alternatives.

This position requires the incumbent to maintain consistent and regular attendance, communicate effectively both orally and in writing, demonstrate initiative, independence, and originality in performing tasks, exemplify responsibility and dependability for completing assignments and functions timely and accurately while maintaining confidentiality as necessary.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Under the supervision of the Lieutenant

Essential Job Functions:

- 25% Serves as the Visitor Background Coordinator for individuals' personal and professional visitor requests to maintain the safety and security of all individuals, employees and visitors of the facility. Supports management to review visit requests and authorizations; conduct Criminal Offender Record Information (CORI) searches via California Law Enforcement Telecommunications System (CLETS); collect data for tracking and maintaining records ensuring compliance with applicable rules and regulations related to law enforcement records management. Evaluates visiting trends and consults with management regarding discrepancies, changes in policy and non-compliance issues; participate in the development of policies and procedures; make recommendations for changes and improvements to existing standards and procedures. Serves as the liaison between PSB and social worker and program units on visit-related issues and the processing of visitor clearance requests.
- 25% Serves as the system administrator to oversee, monitor, analyze, and facilitate activities related to acting as the custodian of records for PSB with the California Department of Justice (DOJ) Live Scan System. Oversees the management of personnel DOJ Portal

and livescan software access. Assist with research and interpretation of DOJ fingerprint service laws, rules, and procedures. Develops and provides user guides, manuals, or procedural lists to provide technical support to users. Direct and coordinate record purging of documents pursuant to DOJ retention requirements. Additionally, conducts quarterly and annual audits and reports, ensuring compliance with applicable rules and regulations related to law enforcement records management.

- 20% Supports management to monitor expenditures related to department needs; procurement, training, travel, service orders, and contracts. Evaluates purchasing trends and consults with management regarding discrepancies, changes in policy, and non-compliance issues. Serves as the liaison between PSB and Accounting office on budget-related issues and reconciling invoices for PSB contracts and service/purchase orders.
- 15% Provides analytical, technical, and operational support to Managers, Supervisors of PSB. Maintain spreadsheets, logs, and other tools to track all Overtime justification, Overtime usage, sick/vacation time usage, FMLA usage, out-of-class, and Field Training Officer work assignments. Evaluates trends and consults with management regarding discrepancies.
- 10% Works closely with PSB HQ to coordinate interviews for assigned classifications, facilitate PSB pre-employment background process for sworn peace officers and non-sworn PSB employees following Commission on Peace Officers Standards and Training (POST) rules and regulations and Department of Developmental Services (Department) legislation and mandates. Resolves questions regarding the PSB candidate's psychological evaluations and provides technical assistance to the candidate; communicates via written correspondence, telephone, and email on technical support issues and problems promptly.

Marginal Job Functions:

- 5% Provides backup assistance for the front office Office Technicians; timekeeping, Personal Mobile Transmitters, and staff IDs. Cross-training other support staffs in the PSB office. Attend weekly and/or monthly meetings; providing regular updates regarding the status of assignments and projects. Special projects, functions, and other related duties as required in accordance with class specifications.

WORKING CONDITIONS:

Work is performed in an open-spaced partitioned office environment. Requires sitting for extended periods of time while reviewing and/or preparing documents while using a laptop computer.

DESIRABLE QUALIFICATIONS:

Knowledge of: Human Resources hiring processes and pre-employment requirements, including Commission of Peace Officer Standards and Training's job dimensions and hiring compliance requirements; experience with reviewing and editing written reports, establishing and maintaining project priorities, and standard database and spreadsheet computer-based programs.

JOB TITLE: Analyst I

POSITION #: 472-291-5157-001

Ability to: Analyze and interpret applicable laws pertaining to PSB, California Penal Code, Health and Safety Code, Welfare and Institutions Code, Business and Professions Code, Government Code, and the California Code of Regulations. Ability to maintain constant and regular attendance; develop/maintain positive relationships with a variety of personnel within the Department of Developmental Services, as well as outside state and local agencies; and must be able to maintain confidentiality due to the nature of the workload

CERTIFICATION OR LICENSE: None

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.