



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 07/09/26	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-010-5157-810	
BUREAU/UNIT Administrative Services		CLASS TITLE Analyst I	CBID R01
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under supervision of the Supervisor I, the Analyst I, is responsible for performing a variety of analytical support as it relates to facilities, contracting services, and procurement for the Commission on Peace Officer Standards and Training (POST).			
% 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)		
35%	ESSENTIAL FUNCTIONS Create POs for supplies in the FI\$Cal system; disseminates approved and dispatched POs to vendors; tracks purchases with vendors to ensure timely receipt of goods or services; reviews invoices for POs in FI\$Cal; tracks open POs and provides a status, contacts vendors on any backorder items and/or discrepancies and determines the reason for the delay or discrepancy; provides documentation and PO information to the assigned buyer when damaged goods are received; enters stock receipt information in the FI\$Cal system; ensures all invoices are date stamped and submitted to the Accounting unit immediately for payment processing; monitors and maintains supply room to ensure sufficient stock of office supplies; creates contracts and POs for contracts in the FI\$Cal system and disseminates to vendors.		
20%	Acts as the Reasonable Accommodation Procurement Coordinator; conducts ergonomic evaluations; makes recommended adjustments as needed and assists staff with requisition requests related to the evaluation; researches ergonomic equipment and supplies to ensure staff and reasonable accommodations are met; submits completed evaluations to the Supervisor I, and requestor; delivers and installs equipment as needed; schedules equipment installation with Facilities Analyst as needed; acts as the agency purchaser using the state procurement credit card, maintains purchase files and performs monthly reconciliation of purchasing records in accordance with FI\$Cal and POST policies and procedures.		
15%	Responsible for all mail and shipping/receiving related duties. Ensures proper function and security of postage meter machine to ensure compliance with federal postage regulations, works with accounting to replenish postage meter funds and monitors postage balance. Primary backup to front desk during Receptionist's breaks, lunches, and absences. Answers phones, and routes calls. Assists with visitor arrivals and general inquiries. Uses state vehicle to drive to post office, state agencies, and vendors to pick up orders, warrants etc.		

10%	Responsible for proper maintenance and record keeping for the state vehicle; record and track daily mileage entries, noting discrepancies and making the appropriate notification; arrange and coordinate services in accordance with the maintenance schedule; and ensure the vehicle is washed and cleaned.
10%	Serves as the department's Safety Officer; maintains, continuously review, and updates POST's Safety Program for compliance with Cal-OHA and for overall effectiveness; assures staff is aware of the programs and are trained on their use; works with the Safety Committee, supervisors and managers, and other Administrative Services staff to assure coordination of safety-related activities, initiates changes needed to POST policies and procedures relating to safety.
5%	Acts as backup to the Facilities Analysts; tracks Asset Management in FI\$Cal; identifies and resolves complex facility repair and maintenance issues; coordinates periodic building repair and maintenance assessments and develops appropriate project plans for completion of needed repairs with vendor, staff, management, and control agencies; develops and coordinates the procurement process for facility related purchases; identifies and prepares property re-utilization for shipment to DGS and/or recycling vendors in accordance with SAM and POST policies and procedures; contacts, coordinates and contracts with moving companies to facilitate the shipment to designated locations.
	NON-ESSENTIAL FUNCTIONS
5%	Performs other job-related duties within the scope of the classification.

DESIREABLE QUALIFICATIONS

- Highly motivated individual who enjoys challenges and working in a fast paced, professional environment requiring effective handling of multiple tasks and deadlines.
- Possess excellent work habits and ability to work independently and as a team member.
- Excellent verbal and written communication skills.
- Excellent time management and organizational skills.
- Ability to prioritize assignments.
- Excellent attendance and dependability.
- Proficient PC skills, especially in Excel and Word, as well as knowledge of FI\$Cal.

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, contractors, 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 always 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 is located in West Sacramento, CA.

Some travel may be required (e.g., travel to off-site Bureau conferences or meetings or training and aid 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 medium carrying/lifting of office supplies such as pelican cases, box of paper rems, computers, 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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BUREAU/UNIT Administrative Services		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 direction of the Supervisor I, the Analyst II is responsible for independently performing a variety of the most complex, technical, and analytical duties as it relates to facilities, contracting services, and procurement for the Commission on Peace Officer Standards and Training (POST).			
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