



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 08/03/26	
DIVISION Standards and Development		POSITION NUMBER (Agency - Unit - Class - Serial) 421-007-5402-001	
BUREAU/UNIT Strategic Communications and Research		CLASS TITLE Analyst III	CBID R01
INCUMBENT		WORKING TITLE Selection Standards Program Specialist	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Supervisor II, the Analyst III is responsible for managing the selection standards program including requirements for oral interviews, background investigations, and medical and psychological screening. The incumbent independently manages the development, maintenance, and dissemination of information related to peace officer and public safety dispatcher selection standards.			
% 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)		
40%	ESSENTIAL FUNCTIONS Independently plans, coordinates, and provides expert guidance and direction through written and oral communication to Commission on Peace Officer Standards and Training (POST) staff, Commissioners, law enforcement personnel, background investigators, physicians, psychologists, candidates, and others; manages all aspects of the POST peace officer and public safety dispatcher selection standards program, including oral interviews, background investigations, medical screening, and psychological evaluations; tracks legislation and hiring trends to remain current on changing needs in law enforcement selection in support of POST's mission; independently and/or with the cooperation of internal POST staff, external stakeholders, Subject Matter Experts (SMEs), and/or others, develops, revises, and maintains selection standards regulations, resource material, and guidance; maintains resources including, but not limited to, the Interviewing of Peace Officer Candidates: Hiring Interview Guidelines, Background Investigation Manual: Guidelines for the Investigator, Medical Screening Manual for California Law Enforcement, Peace Officer Psychological Screening Manual, and associated documents, forms, FAQs, online resources, and relevant training courses; ensures continued compliance with POST regulations, state and federal laws; uses a high degree of independence in responding to critical, time-sensitive, and complex issues related to peace officer and public safety selection; Maintains professional, collaborative, and good working relationships with internal POST staff and external stakeholders.		
20%	Trains and advises POST staff and client agencies in the development and implementation of peace officer and public safety dispatcher selection requirements, including background investigations, medical, and psychological candidate screening; provides guidance on reasonable accommodation issues in the hiring process; independently researches and writes comprehensive Commission agenda items, POST Bulletins, informational emails, guidance, and procedures relating to the selection standards program; prepares for and presents selection standards-relevant information to the Advisory Committee, Commission, background investigation associations, international delegations, regional consultants, and others, as appropriate.		

15%	Conducts comprehensive research in support of peace officer and public safety dispatcher hiring and other selection-related projects; understands, interprets, and applies relevant state and federal laws and utilizes online resources such as LexisNexis, California Legislative Information, survey platforms and State Library resources; plans, directs, coordinates, and collaborates with SMEs and others, including representatives of law enforcement agencies, community groups, POST staff, stakeholders, and other interested parties on peace officer and public safety dispatcher selection-related projects; develops and administers surveys and gathers, analyzes, and presents data orally and in writing in support of hiring and selection research projects.
15%	Collaborates with the POST Legislative Liaison, POST legal counsel, and, at times, external legislative staff on legislative matters and/or other legal issues relevant to peace officer and public safety dispatcher selection and hiring; works directly with POST staff and the Office of Administrative Law (OAL) to propose new or modify existing regulations that affect peace officer and public safety dispatcher applicants by utilizing the OAL process.
5%	Monitors and maintains the Oral Interview Question Bank and the psychological evaluator Continuing Professional Education (CPE) Tracking System, which includes utilizing POST-developed web applications and MS Access database systems; reviews and approves courses in support of peace officer and public safety dispatcher hiring and selection; ensures participating law enforcement agencies follow POST Program requirements; Ensures POST is compliant with California Psychological Association course presentation requirements.
5%	NON-ESSENTIAL FUNCTIONS The incumbent may act as a team leader or coordinate the efforts of representatives of various governmental agencies on larger projects; monitors ongoing contracts; monitors and coordinates with Computer Services Bureau to ensure bureau website is current and accurate; participates in special projects as needed; performs other job-related duties within the scope of the classification.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB *(if applicable)*:

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone or headset, 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 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. Assignment is at POST headquarters in West Sacramento. This position may be eligible for telework.

Some travel may be required (e.g., travel to off-site conferences, Commission meetings, or other job-relevant meetings or training, or to assist 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:

- *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