

DUTY STATEMENT☒ **CURRENT**☐ **PROPOSED**

RPA Number: HRC0001203	Classification/CBID: Analyst II/R01	Position Number: 810-921-5393-001
Incumbent Name:	Working Title: Law Enforcement Senior Specialist	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Executive Office	Branch/Section/Unit: Office of Criminal Investigations	Reporting Location: Cal Center
Supervisor's Name:	Supervisor's Classification: Deputy Director	Position Telework Eligible: ☒ YES ☐ NO
Confidential Designation: ☐ YES ☒ NO	Designated Position for COI: ☒ YES ☐ NO	Position Designated Bilingual: ☐ YES ☒ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the direction of the Deputy Director, the Analyst II works independently and with other administrative support staff to perform a variety of complex duties, including analytical duties, assists in program planning, and is expected to consistently exercise a high degree of initiative, independence, and originality in performing tasks and presentation of the work product involving the operation of the Office of Criminal Investigations (OCI). The Analyst II may also receive direction from the Supervising Criminal Investigator II and OCI leadership team. Duties include, but are not limited to:

40%	<u>Program Expenditures, Fiscal Tracking and Analysis</u> Creates DTSC expenditure reports and forms, reviews and analyzes expenditures to identify and research discrepancies and make recommendations to ensure OCI is operating within the approved budget. Assesses business service activities data processing, space management, equipment and supply needs in order to prepare recommendations and implement proposals to
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	meet information processing and office needs. Initiates and tracks the procurement process, along with all required budget justifications required for purchasing. Drafts, reviews, and authorizes operating expenditure requests and prepares yearly blanket requests for out-of-state travel. Investigates new program equipment/services, analyzes the benefits and expenses in order to make recommendations to the program for appropriate implementation; initiates, develops, tracks and troubleshoots program contracts and renewals to execution in order to maintain accurate records; serves as main OCI contact for contracts and purchases of goods and services. Maintains fiscal records for the program, including verifying and approving invoices; reviews and analyzes baseline fiscal year budget vis-a-vis program goals in order to identify budget issues and recommend adjustment to OCI management; makes recommendations to the Deputy Director on budget allotments, as necessary. Gathers cost projections, develops work plans and aids in the creation of budget change concepts to address gaps in OCI enforcement, projects and initiatives in order to document the need for additional resources and identify opportunities for solutions with additional positions and resources. Maintains crucial data to document needs and establish opportunities for growth within the unit through assisting Supervisors and the Deputy Director on annual completion of the budget change proposal process.
35%	<u>Investigatory Support</u> Utilizes electronic databases such as Accurant, California Law Enforcement Telecommunications System and Parcel Quest, to promptly and accurately conduct compliance, financial and other preliminary research on sites, responsible parties and entities being investigated for alleged violations of California's Hazardous Waste Control Law in order to provide findings and additional information to OCI investigators, scientists and management. Reviews Public Records Act (PRA) requests for OCI, consults with the Supervising Criminal Investigator II and drafts correspondence to ensure timely responses as required by State guidelines. Leads the maintenance of OCI's Envirostor site which is used for case management; troubleshoots database difficulties, tracks new case outputs, adds activities, manages access and security, lead analyst on annual Envirostor improvement project (recommends changes/upgrades, conducts beta testing, collaborates with internal departments). Assists with investigatory case needs such as creating maps, labelling sites and their environments as well as sampling locations for inclusion in case reports and for case discussions. Maintains Department of Motor Vehicles (DMV) coding to ensure continuous investigator access to DMV records during investigations. Writes and audits reports on special projects, including but not limited to the accuracy of OCI's Envirostor data and analyses of past case activities. Creates and maintains records in Excel of law enforcement equipment to ensure timely ordering of replacements before equipment expiration dates as required per manufacturer specifications and OCI policy. Maintains and updates required confidential forms such as, but not limited to, DMV INV 32, DMV INF 1128 and Department of Justice HDC 0009 in order to submit annually per department policy. Assists Scientist staff as a field certified analyst, traveling to sampling and search warrant events to assist with organizing equipment, provide highly sensitive evidence collection onto chain of custody and any related administrative functions in support of OCI investigations.
15%	<u>Personnel Liaison</u> Drafts and updates duty statements, completes and submits Staff Change Notice Forms, prepares Request for Personnel Action (RPA) packages, which includes coordinating with Human Resources for timely processing and proper documentation of OCI separation events, recruitment and other personnel activities; coordinates with budgets on funding of positions; works with OCI management to prepare position justifications.
5%	<u>Training Manager</u> Develops and oversees training programs for general law enforcement, officer and scientist safety, statutory/regulatory applications, hazardous waste operations, case preparation/development and documentation techniques to maintain department compliance. Organizes, coordinates and maintains required training database for all OCI staff according to DTSC mandates and Peace Officer Standards and Training (POST) administrative and statutory requirements for annual audit. Evaluates, assesses and monitors training needs and

	opportunities in collaboration with OCI supervisors in order to; complete and review training requests, registration forms and hiring documentation for accuracy and completeness; monitor funding/purchasing to ensure Program is within allotted Budget; new hires complete appropriate training programs.
5%	<u>Administrative Duties</u> Performs administrative duties including, but not limited to: adhering to Department policies, rules and procedures, submitting administrative requests including leave, overtime, travel and training in a timely and appropriate manner; accurately reporting time in the Daily Log system, and submitting time sheets by the due dates.
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize typical office equipment including, but not limited to, telecommunications equipment, photocopiers, and fax machines. The Analyst II is in frequent contact with internal and external stakeholders via telephone, videoconferencing, and electronic mail. The incumbent must have well-developed communication skills and be proficient in word processing software, Excel spreadsheets, mapping and graphics. Must be able to collect, organize, analyze and evaluate data and other information and reach sound conclusions. Must use sound judgment, communicate effectively both verbally and in writing and work cooperatively in consultation with DTSC staff at all levels to complete work assignments. Must be able to produce clear, concise and technically accurate reports by deadline.	
Typical Working Conditions:	
The Analyst II works inside a multi-story office building, in an enclosed, non-windowed office cubicle in a smoke-free environment and will use typical office equipment including, but not limited to, computers, telecommunications equipment, photocopiers, and fax machines. The Analyst II works in proximity with other employees and is in frequent contact with internal and external stakeholders in person and via telephone, videoconferencing, and electronic mail. Normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. An alternative work schedule, or telework schedule, may be authorized on a case-by-case basis after successful completion of probation, but must be consistent with DTSC alternative work schedule policies and practices. The Analyst II may travel locally and within the state on short notice, overnight, and for multiple days.	
Special Requirements of Position (Check all that apply):	
☒ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.). ☒ Duties require participation in the DMV Pull Notice Program. ☐ Performs other duties requiring high physical demand. (Explain below) ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. ☐ Other (Explain below)	
Explanation:	
The Analyst II will need to be fingerprinted for both California Department of Justice and Federal Bureau of Investigation level checks, and subject to a background investigation. For this position, the incumbent must comply with this background investigation and annual requirements. The Analyst II completes and maintains field certification such as, Hazardous Waste Operations and Emergency Response (HAZWOPER) certification to perform hazardous waste field work, which includes the initial 40-hour HAZWOPER required training and annual 8-hour HAZWOPER refresher classes. The incumbent maintains compliance with all other Health and Safety field work certifications including, but not limited to, annual medical monitoring, biennial first aid/CPR/AED training, and defensive driving training. The Analyst II maintains compliance with all the Health and Safety field work certification. Enrollment in the DMV Pull Program and a valid California Driver's License are required. Driving to sites and off-site meetings is required. If travel is required, it will be by State owned vehicle or a commercial carrier or vehicle, whichever method is in the best interest of the State.	
Supervisor Statement	

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided with a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?	☐ YES ☐ NO
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Employee Name	Employee Signature	Date

HUMAN RESOURCES BRANCH USE ONLY:

☒ Duties meet class specifications and allocation guidelines.

☐ Exceptional allocation, STD 625 on file.

Analyst initials: ke Date Approved: 4/15/2026

Revision Date (if applicable): 5/13/2026