



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 08/13/26	
DIVISION Executive Office		POSITION NUMBER (Agency - Unit - Class - Serial) 421-045-5157-XXX	
BUREAU/UNIT Legal Affairs		CLASS TITLE Analyst I	CBID R01
INCUMBENT		WORKING TITLE Analyst I	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Supervisor I, the Analyst I works cooperatively with others, exercises strong attention to detail and the maintenance of confidentiality while providing administrative and analytical support to Bureau management and attorneys in the tracking of workflows, maintenance of electronic files, and other case-related assignments.			
% 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		
25%	Assist with the development and recurring production of various reports and agendas; draft memoranda; utilize electronic databases, legal research tools, and the Bureau's case management and tracking systems to maintain records, monitor case assignments and workflow deadlines, track case activity, and support legal and administrative operations.		
20%	Review, analyze, redact legally protected information, and prepare records for disclosure in response to subpoenas, Public Records Act requests, audits, investigations, and other legal or administrative requests in compliance with applicable laws, regulations, privacy protections, and departmental policies; gather, assemble, and redact case exhibits and binders for hearings;		
15%	Review and process contract invoices for payment, ensure contract compliance and availability of funds, and track all fiscal expenses; prioritize and distribute confidential correspondence and communications; conduct internal policy analysis and formulation; create and maintain workflow and desk manuals; consult with the Commission on Peace Officer Standards and Training (POST) staff, management, and other stakeholders to provide and secure information; provide technical assistance as needed to Bureau staff.		
15%	Receive, organize, maintain, and create electronic or physical case files for each new case received; perform detailed reviews of complex court documents and cases, and upon completion of each case, ensure pertinent information, such as the issue, decision, and order to ensure all records pertinent to each case file are accounted for; Conduct analytical review of statutes, regulations, policies, and case-related materials to identify applicable requirements; Research and gather relevant criminal case records, court documents, and supporting materials from various databases and sources to ensure completeness and accuracy of case files.		
10%	Prepare meeting agendas and participate in staff meetings; keep supervisors apprised of the status of projects and problems; assist other staff with critical projects as needed.		

10%	Coordinate the needs of the staff for requests such as office supplies, requisitions, travel, office maintenance, and timesheets.	
5%	NON-ESSENTIAL FUNCTIONS Performs other job-related duties within the scope of the classification.	
SPECIAL PERSONAL CHARACTERISTICS The incumbent must maintain regular, consistent, and predictable attendance, while projecting a positive professional image. The incumbent must be detail oriented, and a self-starter and must exercise good judgment and tact; communicate effectively both orally and in writing with the ability to identify and correct errors in his/her own work as well as the work of others, while establishing and maintaining the confidence and cooperation of their peers, management, and external clients.		
WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB <i>(if applicable):</i> WORK ENVIRONMENT Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contact with individuals within POST, from law enforcement agencies, and courts. Requires mobility to various areas of the work site. Incumbent must be able to work well under pressure, multitask and meet multiple and sometimes conflicting deadlines, and use electronic legal research tools, case management systems, databases, and Microsoft Office applications. 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. Regular travel may be required (e.g., travel to off-site workshops, conferences, 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 the moving of tables and chairs, and light carrying/lifting. 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



DUTY STATEMENT

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DIVISION Executive Office		POSITION NUMBER (Agency - Unit - Class - Serial) 421-045-5393-XXX	
BUREAU/UNIT Legal Affairs		CLASS TITLE Analyst II	CBID R01
INCUMBENT		WORKING TITLE Analyst II	
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 expected to independently perform their duties. The Analyst II will frequently be assigned lead analyst responsibility for the Bureau, in analyzing and reviewing internal and external law enforcement investigative materials; researching and tracking agency related case information; preparing detailed case summaries; requesting relevant court documents; assisting with special projects; and providing administrative support to Bureau management and attorneys regarding procedural and case-related issues.			
% 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		
45%	Applies legal calendaring principles to monitor and ensure compliance with statutory, procedural, and administrative deadlines related to case management activities, including Public Records Act requests, subpoenas, administrative hearing or court deadlines, and other time-sensitive legal requirements; serves as lead for the Bureau's case management and workflow tracking systems, oversees the maintenance of records and workflows within the case management applications to ensure accurate tracking of assignments, case progression, and workload distribution in support of the Bureau; utilizes knowledge of multiple concurrent timelines to ensure projects are on track and Bureau objectives are achieved in a manner consistent with its goals and expectations.		
30%	Prepares information for various reports and projects; completes special assignments, which may include but is not limited to: reviews and prepares the Bureau's fiscal contracts, desktop procedures and spreadsheets, reports, letters, manuals, charts, memoranda, and presentations; conducts analyses of pertinent case issues; assists in the development of strategic policy, procedure and operational matters on issues within the Commission on Peace Officer Standards and Training's (POST) areas of responsibility; makes informed decisions regarding correspondence or issues that should be called to the attention of the Supervisor I; contacts other government agencies to obtain pertinent case documentation.		
15%	Reviews, requests, and analyzes court records, case files, and supporting legal documents from internal and external sources to ensure completeness and accuracy; independently conducts complex administrative, analytical, and legal-support assignments involving the review, analysis, and coordination of investigative case materials, legal documents, and program-related information; reviews files and records for completeness; analyzes newly reported cases for required information and case materials; and drafts case correspondence and required notifications to both internal and external stakeholders;		

5%	Develops meeting agendas and prepares briefing materials for supervisory and management review; provides structured updates on project and case status, identifies emerging issues, and communicates relevant analytical findings; and coordinates with internal staff to ensure timely completion of priority assignments and workload requirements. Assists the Supervisor I, with conference/meeting preparation and coordination.
5%	NON-ESSENTIAL FUNCTIONS Performs other job-related duties within the scope of the classification.

SPECIAL PERSONAL CHARACTERISTICS

The incumbent must be a self-starter; punctual; and knowledgeable in all facets of the Legal Affairs Bureau's operations. Must project a positive professional image. The incumbent must be detail-oriented, with the ability to identify and correct errors in his/her own work as well as the work of others, with minimal supervision. The incumbent must exercise considerable independent ethical judgement in making decisions and recommendations on a wide variety of reviews and analytical assignments and be able to maintain confidentiality of all Bureau matters.

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 contact with individuals within POST and from other government agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines, and be able to use electronic legal research tools, case management systems, databases, and Microsoft Office applications. 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.

Regular travel may be required (e.g., travel to off-site workshops, conferences, 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 the moving of tables and chairs, and 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.

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE