



POSITION DUTY STATEMENT

Division: Investigations Division	Classification Title: 5157 Analyst I
Branch: Special Operation Command Branch	Working Title: Investigative Analyst
Unit: Investigative Analysis Unit	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 309-5157-304	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This 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 appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved:

Direction Statement and General Description of Duties: Under supervision of the Supervisor I, in the Investigative Analysis Unit (IAU), the Analyst I is responsible for providing the average difficulty analytical and technical work to support the unit. The Analyst I will promote a positive work environment and productive relationships with all staff in a professional manner. Duties include, but are not limited to:	
Percentage and Essential/Marginal Functions:	
45%	Information Gathering (E) (E) Assists in receiving and examining criminal and administrative allegations/assignments related to fraudulent and criminal employee activity. Assists in gathering and analyzing facts and evidence to and draws conclusions based on a variety of information; prepares



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	correspondence and reports of analysis based on findings; and briefs Investigators or other law enforcement agencies of such evidence. Assists in performing technical and analytical tasks in researching and gathering information and performing system searches of audit trails from a variety of sources (e.g. Journal Log Searches, Rosters, Automated Field Office Reports, Address Searches, Vehicle Registration/Driver License (VR/DL) Printouts, Technician Daily Journals, VR/DL Scripts, Warehouse Journals, Automated Knowledge Testing Reports, Quickweb, Rumba, Uncleared Collection reports, Enterprise Applications Services Environment (EASE), Case Management System (CMS), California Law Enforcement Telecommunications System (CLETS), Access, Cal Photo, Photo Retrieval (Morphotrust), other Departmental databases, Internet, Intranet, CLEAR and Lexis Nexis).
25%	Analytical Support (E) Assists the Investigators and other law enforcement staff by providing technical and analytical support including, but not limited to, assisting in preparing analysis, reports, recommendations, and proposals. Assists and participates in various Special Operations Command projects and meetings.
15%	Research & Training (E) Assists in performing research of departmental policies and procedures to prove fraud or misconduct. Assists with coordinating investigations between departmental jurisdictions. Assists with providing consultations and training to Investigators, and other INV staff on how to interpret and understand DMV audit trails and continually provide them with new case information. Assists with preparing training manuals, materials, and correspondence relating to criminal activities and organized criminal groups, and assists with making and delivering presentations based on findings.
10%	Policy & Procedure (E) Assists with developing new procedures to determine fraud based on various cases worked and databases utilized. Assists with revising, reviewing, and updating IAU policy and procedure manuals. Assists IAU staff in developing responses to inquiries from the public and departmental staff.



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5%	Expert Witness and Other Assignments (M) Assists with conducting studies and surveys and makes recommendations to improve IAU's program. Assists with reviewing and analyzing proposed legislation. May appear as an expert witness or testify in court, at SPB/CalHR hearings, and/or state and federal courts relative to any analytical reports or case work as necessary. Performs other job-related duties as required.
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Supervision Received: The Analyst I works under supervision of the Supervisor I and may receive direction from the Supervising Investigator II.

Supervision Exercised and Staff Numbers: None

Physical Requirements: The incumbent will work in an office setting, cubicle environment. Requires daily use of a personal computer and related software applications at a workstation. May sit or stand for extended periods of time. May be required to travel Statewide, as required.

Special Requirements: Possess ability to work with others in a professional manner, ability to communicate effectively orally and in writing, and maintain regular and consistent attendance. Possess computer skills and proficiency in Microsoft Word, Excel, and Outlook. Possess ability to exercise a high degree of initiative, effectively manage multiple priorities, maintain strict confidentiality and exercise good judgment.

Personal Contacts: The Analyst I has contact with all levels of departmental staff and the public in person, by telephone, e-mail, and mail as needed. The nature of these interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE
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MANAGER/SUPERVISOR ACKNOWLEDGMENT

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

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE