

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

PROPOSED

COMMAND/ORGANIZATIONAL UNIT Fleet Operations Section (074)		DIVISION Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE Analyst II		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-074-5393-XXX		CURRENT DATE 08/05/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO		CONFIDENTIAL DESIGNATION ☐ YES ☒ NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY			DATE

FUNCTION OF POSITION
Under the direction of the Supervisor I, the Analyst II is responsible for performing complex analytical work in support of the Department's fleet deployment program. Evaluates statewide fleet utilization, analyzes deployment data, develops recommendations for vehicle allocations and reallocations, coordinates with departmental personnel and ensures compliance with statewide fleet policies and Department objectives. This position exercises a high degree of independent judgment while supporting strategic fleet planning and operational readiness. for the Fleet Operations Section. Works directly with the counterpart Analyst II position. The duties are split based on Field Divisions to perform data analysis using Excel and other databases. Subject matter for vehicle-related expenditures and invoice processing.

SUPERVISION RECEIVED
The Analyst II reports directly to and receives the majority of their assignments from the Supervisor I. However, direction and assignments may also come from the Supervisor II, Lieutenant, and Captain.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
45%	Analyzes data for the Strategic Fleet Deployment which requires analysis of statewide fleet inventories, utilization trends, staffing levels, safety score reporting, operational demands, geographic coverage, vehicle age, mileage, and replacement schedules to develop deployment recommendations for every fleet deployment plan for Northern Division, Valley Division, Golden Gate Division, and Coastal Division. Processes and analyzes monthly reports to keep determining factors updated as needed. Prepares executive recommendations regarding resource allocation.
30%	Processes and tracks vehicle and motorcycle invoices by purchase order in accordance with departmental and fiscal policies. Coordinate with Fiscal Management, Procurement, vendors, and Property Controllers to resolve invoice discrepancies and ensure timely payment. Monitor invoice status, maintain payment tracking logs, and reconcile expenditures against purchase orders, contracts, and budget allocations. Research and resolve payment issues, prepare supporting documentation, and respond to inquiries regarding invoice status.
20%	Compile, validate, and analyze fleet data from multiple information systems. Develop reports, dashboards, spreadsheets, and presentations to support executive decision-making. Identify trends, forecast future fleet needs, and recommend process improvements based on analytical findings. Develop and revise internal procedures, guidance documents, and processes to improve efficiency and ensure program compliance.
	<u>Non-Essential Functions</u>
5%	Other job-related duties, within the scope of the classification, as assigned.
TOTAL	100%

Analyst II

388-074-5393-XXX

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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