

California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Analyst I		WORKING TITLE Analyst I	
DIVISION/OFFICE/UNIT Field Operations Division/		SPECIFIC LOCATION ASSIGNED TO	
SEERA DESIGNATION Rank & File	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED Yes
FINGERPRINTS/BACKGROUND CHECK REQUIRED ☒ Yes ☐ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISOR EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291-326-5157-	
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Business Taxes Administrator III, the Analyst I is responsible for the operation of a complex property control system with an inventory of seized property and evidence valued at millions of dollars. The Analyst is responsible for managing, tracking, and safeguarding all physical assets of the Tax Investigations Bureau (TIB). This includes overseeing high-dollar acquisitions, inventory, storage, releasing, and disposal in compliance with state regulations and policies. In addition, the Analyst tracks evidence receipt records; properly marks evidence for storage; conducts evidence inspections; reconciles evidence inventory; maintains control of state equipment; provides reports for management on equipment status, property management activities, and other reports; and performs other job-related activities. The incumbent in this position keeps current on rules, regulations, and laws pertaining to all facets of evidence and processing; may testify in criminal proceedings. Candidate may be called in during irregular hours, including weekends and holidays. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
40%	<u>ESSENTIAL JOB FUNCTIONS</u> Operate as the lead Evidence Custodian (EC) for TIB. Independently receive, review, validate, and maintain a complex evidence tracking system for all property and records seized under search warrants, undercover buys, and administrative seizures. Maintain an evidence storage warehouse in accordance with the California Evidence Code, including maintaining the chain of custody for seized evidence. Transport evidence from various offices to/from the warehouse. Control records for warehouse keys and access badges. Handle return of evidence in accordance with court orders and/or arrange for the destruction of evidence. Ensure authorized personnel conform to policies relative to handling and controlling evidence. Perform other associated tasks related to the control of evidence. Operate pallet jacks to load or unload trucks and stack evidence on pallets. Operate a forklift to place heavy pallets into steel racks in the warehouse. Check-in and check-out evidence, maintain evidence control logs, and transport evidence to a staging area when requested by Investigators or Inspectors. Ensure compliance with Cal/OSHA and other state regulations, policies, and procedures related to property and management. Ensure team members are properly trained and certified to operate a forklift. Communicate effectively with management, criminal investigators, and inspectors.		
35%	Maintain accurate and organized records for the receipt of evidence and ensure evidence is properly marked, inventoried, and stored. Conduct monthly and annual evidence checks and inspections. Investigate and reconcile discrepancies in evidence records. Receive, maintain, and transfer a variety of items weighing up to 50 pounds. Prepare and submit criminal or civil evidence for witness testimony with other state, government, and law enforcement agencies. Coordinate property releases with proper court and California Department of Tax and Fee Administration documents. Oversee and enforce California and Cal/OSHA laws and regulations to ensure workplace safety and health of employees.		

20%	Primary contact for contract services and contract repairs for the TIB evidence storage facility with CHP, alarm companies, pest control companies, and the unit's assigned state vehicle. Coordinate the acquisition of new property, ensuring compliance with state procurement policies. Establish, maintain, and control via an automated system, the inventory of State equipment assigned to TIB. Provide reports regarding the status of equipment when requested. Develop presentations and provide training and guidance to TIB team members on evidence procedures, property management policies, and warehouse procedures. Serve as the primary contact for property management issues. Communicate effectively with vendors, contractors, and external agencies regarding property-related matters.
5%	<u>MARGINAL JOB FUNCTIONS</u> Other work-related duties as required. Testify in court regarding the "chain of custody" for evidence in criminal proceedings.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (checked if applicable):**Work Environment:**

- ☒ Primarily a warehouse facility that is subject to temperature changes.
- ☒ Exposure to cannabis, nicotine, and other related products deemed potentially hazardous.

Physical Abilities:

- ☒ Ability to transfer and transport materials, supplies, and equipment weighing up to fifty (50) pounds with or without reasonable accommodation.
- ☒ Operate equipment such as a pallet jack and forklift.
- ☒ Work long irregular hours including weekends on occasion.

Additional Requirements/Expectations:

- ☒ Perform mathematical computations.
- ☒ Use a computer and software applications in the performance of technical work.
- ☒ Communicate effectively over the telephone and in person.
- ☒ Be flexible and adapt to changes in procedure and/or workload.
- ☒ Work effectively under pressure.
- ☒ Completion of Forklift and Pallet Jack certification courses is required upon appointment.
- ☒ Travel may be required up to 20% of the time, which may include overnight travel.
- ☒ Respond to stand-by needs on occasion.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
<i>I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.</i>		
PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
HRB Approval Date: 08/21/2026	C&P Analyst Initials: GG	