

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Golden Gate Division (301)		DIVISION Golden Gate Division			
CIVIL SERVICE CLASSIFICATION TITLE Analyst II		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-301-5393-707		CURRENT DATE 08/26/2026			
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 Administrative Services Lieutenant, the Analyst II is responsible for coordinating the administrative process of inspections/audits, DUI, and other traffic safety grants assigned to Golden Gate Division. The Analyst II is Division's Accreditation Coordinator and serves as the Quality Control Officer, tasked in cooperation with Area Commanders and office managers, with ensuring documents relating to inspections, audits and follow-up reviews qualify as "completed staff work." The Analyst II is responsible for advising management of any potential program impact and acts as a team leader when appropriate. The Analyst will also be assigned projects which are essential to the Division's overall operations, relieving the Administrative Services Lieutenant of many administrative duties and tasks for the work unit/section/Division/office.

SUPERVISION RECEIVED

The Analyst II reports directly to and receives the majority of their assignments from the Administrative Services Lieutenant. However, direction and assignments may also come from the Division Commander.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Monday through Friday 0800 - 1700 hours. Office Work.

SPECIAL PERSONAL CHARACTERISTICS

Possesses excellent organization skills, is detail oriented, has the ability to multi-task, and demonstrates interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

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| 40% | Manages/Tracks grant overtime usage and grant compliance for all Division assigned DUI and other traffic safety grants. This includes monitoring Area's overtime usage against Division's original allocation for both uniform and non-uniform. Prepares a monthly grant status report for Division management and Headquarters. Completes quarterly reporting to Headquarters. Provides on-going training on administrative procedures to Area Coordinators. Ensures special project codes are obtained. Acts as the primary grant overtime liaison between Headquarters' Office of Primary Interest (OPI) and Division. Prepares and submits an invoice for the Homeland Security grant/MOU overtime usage. |
| 30% | Serves as the Division's Final level of review for all written work prepared by the Division Inspection Teams (DIT) and Golden Gate Division Area offices prior to being presented to the Division Commanders for approval and signature. Ensures the final product meets due dates and includes all necessary elements, sufficiently responds to the original inspection/audit findings, is grammatically correct, conveys a clear message, is of the appropriate tone, and in conformance with applicable laws and departmental policies. This requires a level of expertise and familiarity in virtually every aspect of the Department's policies and procedures. Additionally, serves as the principle liaison between Division and Headquarters as well as Areas with regards to project tracking, timeliness of submission and quality of work product. Provides semi quarterly training to the DIT, in accordance with HPM 22.1, Command Inspection Program Manual. Serves as a certified inspector for Golden Gate Division. |
| 25% | Performs analysis and prepare staff studies as directed by the Division Commander in response to inspections/audits/follow-up reviews. This requires the Analyst to actively identify problems, asses alternatives and develop a recommended course of action. Prepares and drafts various non-routine, confidential and sensitive responses to Division's inspection/audits, including administrative grant reports, and informational reports. The Analyst also researches information for inclusion in inspection/audit responses/reports, makes recommendations and prepares appropriate correspondence for Division. Coordinates the long range inspection/audit calendar which identifies and schedules all recurring inspections/audits/follow- |

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	up reviews throughout the year for Division and Division Area offices.
	<u>Non-Essential Functions</u>
5%	Performs other job-related duties, within the scope of the classification, as assigned.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE