

ESSENTIAL FUNCTIONS DUTY STATEMENT

HRM-025

Classification Title: Analyst I	Branch/Division/Bureau: Enforcement Branch/Investigation Division
Working Title: Analyst I	Office/Unit/Section/Geographic Location: Inland Empire
Position Number (13 Digit): 413-543-5157-001	Conflict of Interest Position: ☒ NO ☐ YES
Employee Name:	Effective Date:

BASIC FUNCTION:

Under the general supervision of the Supervising Special Investigator II, (Regional Supervising Investigator), Investigation Division, or designee, the incumbent performs work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; budgeting, planning, training, and personnel analysis, and other related work. Tasks include preparing draft monthly and quarterly reports, database management, contract preparation, budgetary projections, research, trend analysis, statistical analysis, evidence tracking, and public liaison with allied and public agencies.

Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.).

ESSENTIAL FUNCTIONS

30% Assists in analyzing, reviewing, and organizing official and unofficial documents relating to CDI and Enforcement Branch operations. Utilizes Microsoft software suite (i.e., Word, Adobe, Access, Excel, PowerPoint, Outlook, Publisher, and Dynamic) and or other applications to prepare statistical reports, spreadsheets, investigative charts, and draft correspondence, as requested by investigative and supervisory personnel for investigations. Uses internet and social media to conduct research, and a variety of databases (ex., IDCM, TLO, PMI) to collect records, documents, and information for investigations. Prepares recommendations based on the collection of information.

Performs detailed review and analysis of case records, case coding, and case statistics in IDCM on a regular basis. Confirms that cases are accurately documented and identifies areas where corrections are needed. Reconciles IDCM evidence entries with PMI Database records. Prepares reports, as needed, documenting findings for review by management.

25% Gathers, develops, maintains, and analyzes information to produce various reports as directed by management, including monthly, quarterly, and annual reports on case status, program summaries, office statistics, and office expenditures. Evaluates and makes recommendations on contracts and program alternatives. Participates in analytical studies concerning supplies and equipment, vehicles, budget issues, and personnel management including reconciliation of statistical data for utilization within

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monthly, quarterly, and annual program reports. Assists the Regional Supervising Investigator and Supervising Investigators with special projects that include, but are not limited to, evaluating the implementation and success of division goals and department policy initiatives, strategic planning, and regional office efficiency. Participates in special project teams for the Enforcement Branch that include, but are not limited to, budgeting, case statistics, equipment, and vehicle management.

15% Completes budgetary analysis and projections for office expenditures. Gathers, organizes, and analyzes various budget and staff workload data. Prepares graphs/charts, spreadsheets, various correspondence, and reports. Provides projections regarding program percentages and utilization of work hours.

10% Performs a variety of administrative tasks in support of the Regional Office. Answers, screens, redirects, and responds to telephone calls or in person inquiries for the Regional Office. Provides support functions for investigators including organizing and copying files, burning/downloading records onto digital media devices, redacting and shredding confidential case records. Consults with departmental officials, employees, and others to give and secure information. Acts as liaison with departmental staff as well as allied and public agencies.

Utilizes Microsoft applications (i.e., Word, Adobe, Access, Excel, PowerPoint, Outlook, and Publisher) and Microsoft Dynamics or other applications, and independently composes, types, proofreads, edits, and formats letters, memos, agendas, reports, spreadsheets, forms, and charts for supervisor and Executive staff.

Assists with setting up events and meetings for the Regional Office by preparing documents, handouts, and presentations. Ensures equipment and meeting room set-up is correct. Assists hiring supervisors with updating the Examination Certification Online System (ECOS), contacting applicants, scheduling interviews, preparing interview packets, and compiling hiring packages in order to complete the hiring process for the Regional Office.

10% Maintains pool vehicles and vehicle files by uploading documents into the database. Ensures that quarterly vehicle inspections are completed on time and are properly documented. Assist with the preventive maintenance schedule for vehicles and equipment. Maintains Regional Office property utilizing the Enforcement Branch property database. Requests asset tags from BMB, applies tags to property, and enters the new property in the property database for Regional Office purchases. Issues property from Headquarters to individuals. Maintains procurement documents and log.

MARGINAL FUNCTIONS

- 5%** On occasion, cover the front desk, greet public visitors, and verify the identity of individuals authorized to enter the office. Handle incoming and outgoing mail. Assess incoming correspondence and refer to appropriate staff for response. May be responsible for driving/transporting vehicles between regional offices throughout the state.
- 5%** May perform evidence custodian backup duties consisting of clearing evidence lockers, booking in new evidence items and checking evidence in and out to investigative staff. May perform evidence custodian duties while out in field on search warrant operations in support of EB staff.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Must be able to work in a law enforcement environment that includes the presence of firearms.
- The incumbent must be able to work in a high-rise building.
- Frequent sitting is required.
- The incumbent may telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature

Date

Printed Name

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

Supervisor Signature

Date

Printed Name