

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Public Records Section		DIVISION Departmental Affairs Division			
CIVIL SERVICE CLASSIFICATION TITLE Supervisor I		BARGAINING UNIT S01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-033-4800-001		CURRENT DATE 08/17/2026			
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 II, the Supervisor I is responsible for performing supervisory duties that require good judgment, tact, and diplomacy to ensure departmental compliance with California Highway Patrol (CHP) policies and procedures in regards to the Public Records Act (PRA), the Information Practices Act (IPA), and the requirements of the related laws, rules, and control agencies for the PRS.

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

SUPERVISION EXERCISED
The Supervisor I provides direction to four Analysts.

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
50%	Provide oversight and direction to the daily activities and workload of assigned PRS personnel. Serve as a liaison with Division and Area personnel to ensure compliance with PRA requests. Conduct in depth reviews of all staff work which includes correspondence, memorandum, analysis, and opinions related to the PRA and IPA programs and forwards recommendations through channels for appropriate release.
40%	Conduct in depth review and provide oversight of redactions made to Mobile Video/Audio Recording System (MVARs) and all other incident related videos and records maintained by the Department and forwards recommendation through channels for appropriate release.
5%	Design and update instructional courses presented by the PRS and ensure training needs and concepts identified through data collection trends and analyses are incorporated into all departmental PRA and IPA policies and training programs. Coordinate with Divisions and Areas to provide instructional PRA training for individuals identified as custodians of records.
	<u>Non-Essential Functions</u>
5%	Perform other duties within the scope of the classification as assigned.
TOTAL	100%

Supervisor I

388-033-4800-001

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