

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Facilities Section		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 388-078-5393-709		CURRENT DATE 08/25/2026		
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 independently managing the Department's Fuel Tank Program and serve as the liaison with regulatory agencies to ensure departmental compliance with state and county rules and regulations regarding fuel tanks for the Facilities Section statewide.

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 Facilities Section management.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Position requires remaining stationary for extended periods of time while performing desk and computer related tasks. Periodic statewide overnight travel to CHP offices and construction sites is required, which may involve exposure to outdoor weather conditions, uneven terrain, and active construction environments.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

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| 45% | Serves as the department's statewide subject matter expert regarding the Fuel Tank Program, which includes aboveground and underground storage tanks. Manages specifications and standard plans for the Fuel Tank Program, including identifying which underground storage tanks need to be replaced with aboveground storage tanks. Works with regulatory agencies, including the California Environmental Protection Agency, Air Resources Board, State Water Resources Control Board, local Certified Unified Program Agencies, and local water boards, to monitor and test the tanks to ensure the Department is in compliance with rules and regulations. Compiles, reviews, and inputs data regarding hazardous material regulatory activities, chemical inventories, underground and aboveground storage tanks, hazardous waste generation, inspections, and enforcement actions utilizing the California Environmental Reporting System (CERS). Provides training to commands statewide regarding their CERS hazardous communication and business continuity plan and record administration and retention. Mitigates and oversees all Fuel Tank Program projects throughout their entirety, including working with DGS, engineers, contractors, and Area offices. Provides guidance and consultation in methods and/or alternatives in correcting deficiencies and/or issues. |
| 25% | Independently performs the most complex analysis and evaluations of Public Works projects and preventative maintenance for the Fuel Tank Program. Evaluates and analyzes proposed projects to determine the most appropriate, legally compliant, and cost effective solutions. Writes bid specifications and develops bid packages. Conducts on-site pre-bid meetings to discuss project scope/bid package requirements with contractors and Area office personnel. Evaluates and analyzes bid submittals to ensure compliance with the Public Contracts Code. Researches and verifies Disabled Veteran Business Enterprise data. Creates, reviews, and maintains contracts for compliance with established laws, policies, and procedures to ensure required information is included; provides recommendations and/or alternative solutions if contracts are not in compliance. Monitors projects throughout their completion. Conducts final inspections and authorizes payments to contractors. |
| 15% | Manages remediation projects, as well as all departmental Environmental Protection Agency numbers with Department of Toxic Substances Control and completes annual reporting of waste management. |

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Analyst II

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10%	Researches and collects information in response to Public Records Act requests regarding contractors and public works projects. Works closely with Area office commanders to identify program changes, legislative changes, or emergency response efforts. Prepares correspondence, reports, issue memorandums, and makes presentations to field personnel and management. May update department policy manuals and may conduct bill analysis. <u>Non-Essential Functions</u>
5%	Perform other job related duties within the scope of the classification as required.
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