

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
Office of the Chief
420-710-5393-xxx

JOB TITLE: Analyst II

STATEMENT OF DUTIES: Under the supervision of the Manager II, in the Division of Law Enforcement (DLE), Office of the Chief (OC), the Analyst (AN) II independently performs complex analytical and technical work required to support the functions and mission of the Department of Law Enforcement. The AN II is responsible for various administrative, research, and analytical functions within the office. The AN II must consistently exercise a high degree of initiative, confidentiality, independence, and good judgment in performing a wide variety of support duties. The incumbent is required to independently analyze problems, make recommendations, and/or take effective action on issues with a moderate to high degree of difficulty. Independently analyzes, responds to, or coordinates confidential management issues. With the knowledge of Departmental and Division policies and procedures, independently addresses and responds to inquiries related to confidential management, personnel, and administrative issues. Serves to augment the duties of the DLE Executive Office staff by independently carrying out the less critical tasks by creating, monitoring, and maintaining projects, which are significant in nature to the Division in order to relieve executive management of these administrative tasks. The AN II acts as DLE's Record Retention and Training Coordinator, ensures all training mandates are met and handles all workload related to record retention schedules.

SUPERVISION RECEIVED: Reports directly to the Manager II.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit and type at a computer screen for long periods of time, ability to bend and stand for 10 to 20 minutes at a time while filing in file cabinets, and ability to lift and move up to 20 pounds at a time.

TYPICAL WORKING CONDITIONS: Works in a typical smoke-free office environment.

ESSENTIAL FUNCTIONS:

35% Performs administrative duties of a high degree of responsibility for the Chief, Bureau Directors and DLE Supervisors. Independently reviews, researches, and analyzes incoming confidential and sensitive correspondence and material on departmental matters for DLE. Independently performs special projects for DLE that require advanced research, data analysis, and evaluation of various confidential and sensitive matters in areas, including but not limited to, forms and records coordination, meeting schedules, travel, and training. Manages special projects, coordinates, and collaborates with departmental staff, Bureau Directors and stakeholders in managing information and progress on projects for DLE. Prepares clear and concise reports, spreadsheets, and other written documents and recommends a course of action. Monitors and analyzes tracking systems for the executive office and identifies operational, procedural, or compliance related issues; gathers and analyzes qualitative and quantitative data for multiple sources; assesses impacts to division operations, when needed; and recommends alternative solutions to leadership. Sets up and maintains confidential and administrative files and logs, as appropriate. Tracks all documents/packages submitted from the Bureaus for the Division Chief's

approval and signature, including but not limited to the following: employee training requests with associated cost, Out of State travel requests, hiring, and bureau reorganization and reclassification requests. Reviews requests for completeness prior to routing for approval and obtains additional information, when needed. Establishes and maintains relations with various state agency personnel, law enforcement agency personnel, and the general public. Handles the weekly significant daily report summary for the Chiefs. Oversees the collection, analysis, and consolidation of daily bureau reports into a comprehensive executive-level report, providing the Chief with a unified overview of operations for review with the CDAG/CDO.

- 25% Independently manages travel arrangements, prepares itineraries and daily schedules for the DLE Chief and Assistant Chief. Arranges intricate and complex travel itineraries, meetings and conferences by providing options, alternatives, schedules, accommodations, and problem resolutions. Utilizes Concur for booking the most economical rates and fares and utilizes the California Automated Travel Expense Reimbursement System for travel advances and reimbursements. Acts as the point of contact on pending scheduling requests for the Chief and Assistant Chief and independently acts on any scheduling issues. Schedules appointments by nature of priority and importance, adjusting as required. Conducts regular audits of recurring meetings that no longer serve a purpose.
- 15% Acts as the Training Coordinator for DLE ensuring state mandated compliance across the division. Works closely with OC, the Division of Administrative Support Budget Office, Office of Attorney General, and other departmental offices to ensure DLE staff meet their training mandates and obtain department approval for travel related to training. Prepares and reviews training request forms for accuracy and completeness, including justifications, conference requests, out-of-state travel requests, and travel advances for the Chief's approval. Reconciles training reports and travel audit reports. Responsible for sending monthly mandatory training updates to Bureau Division Training Coordinators, advising them of personnel who are upcoming or overdue for required training Advises DLE executives on training status risks.
- 15% Serves as the record retention coordinator for DLE. Coordinates the preparation, revision, and reconciliation of record retention schedules and record transfer lists for the four bureaus and OC; retrieves and returns records to storage; ensures scheduled records are tracked when they are out of storage, and researches and resolves issues that arise when records cannot be located. Responsible for the renewal of DLE's record retention schedule. Provides consultative and analytical support on complex record-related matters and takes lead on special projects that arise from these matters.
- 10% Performs back-up analytical services in the absence of the OC analysts. Assists with special projects, as assigned by OC management.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date