

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Special Projects Section/Grants Operations Unit		DIVISION Enforcement and Planning Division			
CIVIL SERVICE CLASSIFICATION TITLE Analyst II		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-063-5393-708		CURRENT DATE 08/13/2026			
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 Grants Operations Unit (GOU) Sergeant, the Analyst II is responsible for the coordination of the Department's Child Passenger Safety (CPS) Program for the Special Projects Section (SPS) GOU.

SUPERVISION RECEIVED

The Analyst II reports directly to and receives the majority of their assignments from the GOU Sergeant. However, direction and assignments may also come from the Supervisor II or Commander.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
40%	Independently reviews analytical studies and surveys to formulate creative and innovative solutions to traffic safety problems relating to child passenger safety issues. Develops and submits grant proposals to the SPS Grants Management Unit for inclusion in California's Highway Safety Plan. Analyzes statewide California Highway Patrol (CHP) child passenger safety activity to develop a statewide operational plan, including allocation of overtime hours and activities associated with the CPS grant project. Analyzes information and statistics obtained from field project activity reports and Fiscal Management Section to implement and monitor grant project activities, ensures compliance with project agreement objectives, and makes necessary adjustments to ensure grant objectives are met. Monitors budget expenditures and suggests changes or enhancements, as needed, to ensure utilization of all funds to achieve grant goals. Evaluates project accomplishments; makes suggestions on cost effectiveness; compiles statistical data; and prepares quarterly performance reports for the Office of Traffic Safety.
25%	Monitors the Child Safety Seat Instructor Technician Training Program; identifies appropriate personnel statewide to be trained as National Highway Traffic Safety Administration (NHTSA) certified instructors. Contacts Division CPS coordinators to assess training needs, and coordinates CPS training classes, as appropriate.
10%	Develops and executes comprehensive child safety seat public awareness and education campaigns. Designs and disseminates print and promotional materials directly related to CPS activities, including some bilingual materials. Coordinates with the Community Outreach and Marketing Section and Office of Media Relations to develop graphics, brochures, advertisements, print material, video/radio, and other media, as appropriate.
10%	Monitors and updates the NHTSA-certified CPS technician database to reflect status changes, including area of assignment and pending expirations. Serves as a liaison to the appointed NHTSA CPS technician training agency, and processes all related invoices.
5%	Semi-annually reviews General Order 100.7, Child Passenger Safety Program, for validity and appropriateness, and prepares revisions, as necessary, in accordance with the result of program studies, legislative mandates, or policy direction. Maintains an expertise of the CPS program and laws and responds to questions from within and outside the Department.

DUTY STATEMENT

Analyst II

CHP 129 (Rev. 5-19) OPI 052

388-063-5393-708

5%	Prepares correspondence and other written work for the CPS program.
	<u>Non-Essential Functions</u>
5%	Performs other job-related duties within the scope of the classification, as needed.
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
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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
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DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Special Projects Section/Grants Operations Unit		DIVISION Enforcement and Planning Division			
CIVIL SERVICE CLASSIFICATION TITLE Analyst I		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-063-5157-708		CURRENT DATE 08/13/2026			
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 supervision of the Grants Operations Unit (GOU) Sergeant, the Analyst I is responsible for assisting the Sergeant with the coordination of the Department's Child Passenger Safety (CPS) Program for the Special Projects Section (SPS) GOU.

SUPERVISION RECEIVED

The Analyst I reports directly to and receives the majority of their assignments from the GOU Sergeant. However, direction and assignments may also come from the Special Projects Section Commander or Supervisor II.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

40%	Assists the Sergeant to review analytical studies and surveys to formulate creative and innovative solutions to traffic safety problems relating to child passenger safety issues. Submits grant proposals to the SPS Grants Management Unit for inclusion in California's Highway Safety Plan. Assists with analyzing statewide California Highway Patrol (CHP) child passenger safety activity to develop a statewide operational plan, including allocation of overtime hours and activities associated with the CPS grant project. Analyzes information and statistics obtained from field project activity reports and Fiscal Management Section to implement and monitor grant project activities, ensures compliance with project agreement objectives, and makes necessary adjustments to ensure grant objectives are met. Monitors budget expenditures and suggests changes or enhancements, as needed, to ensure utilization of all funds to achieve grant goals. Evaluates project accomplishments; makes suggestions on cost effectiveness; compiles statistical data; and prepares quarterly performance reports for the Office of Traffic Safety.
25%	Assists the Sergeant, to monitor the Child Safety Seat Instructor Technician Training Program; identifies appropriate personnel statewide to be trained as National Highway Traffic Safety Administration (NHTSA) certified instructors. Contacts Division CPS coordinators to assess training needs, and coordinates CPS training classes, as appropriate.
10%	Assists the Sergeant to develop and execute comprehensive child safety seat public awareness and education campaigns. Designs and disseminates print and promotional materials directly related to CPS activities, including some bilingual materials. Coordinates with the Community Outreach and Marketing Section and Office of Media Relations to develop graphics, brochures, advertisements, print material, video/radio, and other media, as appropriate.
10%	Monitors and updates the NHTSA-certified CPS technician database to reflect status changes, including area of assignment and pending expirations. Serves as a liaison to the appointed NHTSA CPS technician training agency, and processes all related invoices.
5%	Semi-annually reviews General Order 100.7, Child Passenger Safety Program, for validity and appropriateness, and prepares revisions, as necessary, in accordance with the result of program studies, legislative mandates, or policy direction. Maintains an expertise of the CPS program and laws and responds to questions from within and outside the Department.

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Analyst I
388-063-5157-708

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PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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