

Classification Title	Board/Bureau/Division
Analyst II	Bureau of Automotive Repair
Working Title	Office/Unit/Section / Geographic Location
Statewide Investigations Branch Analyst	Statewide Investigations Branch / Rancho Cordova
Position Number	Name & Effective Date
646-163-5393-907	

General Statement: Under the direction of the Automotive Program Manager (APM), the Analyst II is the sole analyst for the Bureau of Automotive Repair (BAR) Statewide Investigation Branch (SIB) and will perform complex consultative and analytical assignments and is independently responsible to track and report STAR re-evaluation and invalidation statistics for review and approval. Duties include, but are not limited to the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]

80% SIB Enforcement Support Activity (E)

Perform a preliminary review of technical data from various State databases on an on-going basis regarding consumer complaints, smog check and vehicle safety systems inspections, as well as other sources, in order make technical recommendations to the Automotive Program Supervisors IIs regarding (APS II) regarding potential enforcement targets. Make recommendations to enforcement managers based on research for approval (30%)

Independently develops and employs effective tracking mechanisms for SIB enforcement data such as; enforcement workload, and investigation statistics utilizing spreadsheets and other appropriate resources. Ensures requested reporting data is relevant and measurable. Analyzes tracking mechanisms to identify process improvement opportunities and prepares recommendations for management consideration. (20%)

Acts as SIB's analytical expert on special projects, such as development and implementation of statewide data tracking. Oversees and ensures that all special projects, analytical in nature, assigned to SIB are completed timely, accurately, and meet management expectations. (10%)

Gathers statistical data from SIB's Automotive Program Specialists (APS) to prepare and maintain an ongoing workload management file for SIB. Interprets SIB operations and enforcement data to present management with recommendations regarding methods to improve reporting efforts. Reconciles the Activity Reporting Sheet (ARS) submitted monthly by the APSs. (10%)

Prepares comprehensive and condensed versions of monthly and annual enforcement report for the APS IIs and APM. Reviews SIB statistical data to ensure its validity and reliability. Create charts, graphs, and other visually communicative formats to provide management with samples of data that is representative of the whole. (10%)

10% Organization and Planning of Informal Appeals (E)

In support of the Chief's Designee, organize and plan for weekly informal conferences and citations review conferences from email inbox and calendars provided by BAR's Enforcement Operations Branch. Review and organize data and information created by informal appeals and recommendations created by citation review panels.

5% Policy & Procedures (E)

Contribute to development of BAR SIB Division Policy & Procedures Manual(s); track changes in policies and advise management of necessary changes. Create training materials and documents.

5% Miscellaneous (M)

Attend meetings and conferences to provide analytical support and/or in the absence of management; attend training classes to enhance necessary job skills and assist with other miscellaneous assignments as needed. Provide analytical support as needed for all staff meetings.

B. Supervision Received

The incumbent under the direction of the Automotive Program Manager and will also receive direction from the Deputy Chief of Enforcement. May receive direction or work assignments from the Automotive Program Supervisor II's.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent has daily contact with all levels of departmental employees and other state department employees. May also have contact with industry, and consumers. Daily interaction with EOB

F. Actions and Consequences

Failure to complete all assignments timely and accurately may result in great consequences to BAR and DCA; including loss of integrity, potential negative impact to BAR, and the inability to effectively meet BAR's mission, vision, and goals to protect California consumers

G. Functional Requirements

The incumbent works 40 hours per week in an office setting with artificial light and temperature control. The ability to use a personal computer and telephone is essential. The incumbent must be able to frequently remain in a stationary position at a workstation throughout the day and must occasionally position self to perform a variety of tasks including retrieval of files.

H. Other Information

The incumbent must possess good written and oral communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to EOB management needs. The incumbent routinely works with sensitive and confidential issues and/or documents and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals and/or sensitive program matters at all times. The incumbent may be required to travel throughout an assigned geographical area by various methods of transportation.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

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 the 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

New: 09/2026