

Department of Consumer Affairs**Position Duty Statement**

HR-041 (new 7/2015)

Classification Title	Board/Bureau/Division
Analyst I	Bureau for Private Postsecondary Education
Working Title	Office/Unit/Section / Geographic Location
Annual Report Compliance Analyst	Enforcement Section Annual Report Compliance Unit Sacramento
Position Number	Name and Effective Date
644-140-5157-820	

General Statement: Under the direction and supervision of the Annual Report Compliance Unit Supervisor I, the Analyst I, serving in an analytical support role, is responsible for coordinating activities associated with reviewing the Annual Reports (AR) and School Performance Fact Sheets (SPFS) submitted by private postsecondary institutions. Duties include, but are not limited to:

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

80% (E) AR and SPFS Analysis

Gathers, organizes, interprets, and analyzes data received from private postsecondary institutions to evaluate compliance with statutory and regulatory reporting requirements. Reviews institution-submitted data, including ARs, SPFSs, and supporting documentation, to assess accuracy, completeness, and consistency with reporting standards. (40%)

Assist in performing comparative and trend analyses to identify discrepancies and report errors; documents findings and develops recommendations to address identified issues. Collaborates with staff on discrepancies and verifies information against related records as needed. (20%)

Provides technical assistance to institutions by responding to standard inquiries and offering guidance on basic reporting practices. Helps ensure that information is consistently aligned across ARs, SPFSs, and related materials. (15%)

Utilizes Excel to maintain spreadsheets to track Annual Report and submissions, corrections, and deadlines, and other compliance-related workflow items. (5%)

10% (E) Laws and Regulations Liaison

Respond to the less complex inquiries from institutions, students, and the general public regarding Bureau laws, regulations, policies and procedures as they relate to ARs and SPFSs. Conducts research and analysis to provide complete and accurate information in a timely manner. Review and analyze legislative and regulatory changes from previous year for implementation into new AR and SPFS requirements.

10% (M) Meetings and Administrative Support

Represents the Bureau at workshops, webinars, advisory committee meetings, task force meetings, and other outreach venues. Develops, updates, and maintains accurate

desk procedures, workshop content, and training materials to ensure compliance with current policies and law. Prepares and delivers Bureau workshops and training sessions to provide guidance to institutions and stakeholders. Prepares reports, summaries, and supporting documentation for advisory committee meetings and outreach activities. Processes Public Records Act requests related to the Annual Report Compliance Unit in accordance with statutory requirements. Participates in staff meetings and trainings to support operational continuity. Performs other job-related duties as assigned to ensure efficient unit operations.

B. Supervision Received

The Analyst I is under the supervision and receives assignments from the Supervisor I. Direction and assignments can also come from other Bureau management and chiefs.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The Analyst I will have daily contact with all levels of BPPE staff, Department of Consumer Affairs (DCA) program staff, and applicants and affiliates of private postsecondary educational institutions, students and consumers.

F. Actions and Consequences

Failure to perform timely reviews, make thorough and accurate assessments and judgments or effectively administer the laws and regulations that govern private postsecondary educational institutions may result in harm to the general public, unapproved/inefficient operations of private postsecondary educational institutions, or unjustified determinations against private postsecondary educational institutions.

Failure to exercise good judgment in responding to requests for public information or in the handling of sensitive issues may result in incorrect information being released, which could jeopardize the confidence and integrity of BPPE and/or DCA.

G. Functional Requirements

The Analyst I works 40 hours per week in an office setting with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with work in an office setting. The Analyst I may be required to travel throughout an assigned geographical area by various methods of transportation. Lifting of 10 – 15 pounds may be required.

H. Other Information

Due to the confidential and sensitive nature of the assignments, the Analyst I must consistently exercise a high degree of initiative, independence, sound judgment and creativity in performing assigned tasks. The Analyst I must be self-motivated,

conscientious and dependable. Professional courtesy and the ability to act independently must be demonstrated at all times. The Analyst I 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, or to sensitive program matters at all times.

Adherence to a consistent work schedule is critical to the successful performance of the position due to the heavy workload and time-sensitive nature of the work.

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.

The following competencies are important for successful job performance:

Decision Making	Thoroughness	Conflict Management
Planning and Organizing	Team Leadership	Communication
Customer Focus	Ethics and Integrity	Interpersonal Skills
Personal Credibility	Foster Diversity	

The following skills are important for successful job performance:

Writing skills	Effective communication skills	Organizational skills
Analytical skills	Interpersonal skills	Planning skills
Speaking skills	Prioritization skills	Computer skills

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 a 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

Bureau of Private Postsecondary Education
Annual Report Compliance Analyst
644-140-5157-814
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Revised 9/2026