



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 07/20/2026	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-032-5157-801	
BUREAU/UNIT Learning Technology Resources		CLASS TITLE Analyst I	CBID R01
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Bureau Chief, the incumbent provides administrative support, contract administration, vendor coordination, fiscal and budget management, project scheduling, stakeholder outreach, and material distribution to ensure Commission on Peace Officer Standards and Training (POST) standards and objectives are met. Works collaboratively with colleagues as part of a team. Demonstrates sound judgment, accuracy, professionalism, willingness to learn, and effective communication with the public, external stakeholders, and internal POST staff.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
40%	Review and analyze bureau and project activities, including payment scheduling and approval tracking; provide administrative analysis of program vendors, including reviewing, tracking, and coordinating project deliverables and conducting program audits; perform data collection, research, and analysis, and prepare, edit, and review program documents; assist with project development meetings, travel coordination and expenses, and contract processes.		
30%	Provide analytical and administrative support to project leads with Learning Portal testing and stakeholder outreach and assists with the design and publication of instructional guides; assist with coordinating and maintaining administrative records in accordance with established records retention and organizational requirements; applies basic proficiency in technical software applications, including the Microsoft Office Suite and other relevant platforms; ensures compliance with applicable state and federal laws, established regulatory procedures, and POST policy.		
10%	Assist with project design planning, consultation, and coordination; assist with subject matter expert outreach; support project and program content development and review; develop, implement, and maintain program procedures.		
10%	Plan, organize, and assist with project procurement, contracting, and specification processes, such as, vendor proposal evaluations, and participates in final contract execution; assists with monitoring, interpreting, and implementing revisions to State procurement processes and requirements as they relate to program contracts; research and develop Commission agenda items; demonstrates sound judgment, accuracy, professionalism, a willingness to learn, and effective communication skills when interacting with the public, external stakeholders, and internal POST staff.		
5%	Provides clerical support for the bureau; maintains bureau attendance records; determines distribution and tracking of incoming correspondence; answers telephone calls for the bureau and provides appropriate information; routes all incoming calls to appropriate		

	individuals within the bureau or POST staff; collects, opens, date stamps and distributes all incoming bureau mail accordingly; collects and distributes all outgoing mail including packages and products; maintains records retention and inventory processes and facilitates purchase requisitions for bureau supplies and equipment.
5%	NON-ESSENTIAL FUNCTIONS Performs other job-related duties within the scope of the classification.

WORK ENVIRONMENT

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, and use of a personal computer. Requires mobility to different areas of the work site. Hours of work should cover business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays. However, workload and special projects may require work and travel beyond the normal business hours. This position is located in West Sacramento, Ca. This position may be eligible for telework.

Offsite setting – Travel may be required (i.e., attend/facilitate meetings, video productions, conferences and/or training courses).

Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with POST staff, law enforcement agency executives and administrators, legislative members and their staff, law enforcement subject matter experts and presenters/trainers, community special interest groups, and members of the public.

Strong management and interpersonal skills are critical due to the highly political nature and sensitivity of the issues, the individuals involved, and the necessity for the specialist to manage the development of consensus solutions.

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <ul style="list-style-type: none">• <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR</i>• <i>I HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>• <i>I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION</i>• <i>I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE



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DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-032-5393-801	
BUREAU/UNIT Learning Technology Resources		CLASS TITLE Analyst II	CBID R01
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Bureau Chief, the incumbent manages complex administrative and analytical functions related to the development of large-scale training projects for the Learning Technology Resources (LTR) Bureau and the Commission on Peace Officer Standards and Training (POST). The incumbent will perform complex tasks and lead in defining the overall scope of work, program design, production and delivery specifications, and vendor selection for LTR projects and programs.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
40%	Independently performs analytical oversight of bureau and project activities, including payment scheduling and approval tracking; provides analytical oversight of program vendors, including reviewing, tracking, and coordinating project deliverables and conducting program audits; performs data collection, research, and analysis, and prepares, edits, and reviews program documents; assists with or leads project development meetings, travel coordination and expenses, and contract processes.		
30%	Support bureau staff with Learning Portal testing and stakeholder outreach and coordinates with the design and publication of instructional guides; coordinates and maintains administrative records in accordance with established records retention and organizational requirements; demonstrates proficiency in technical software applications, including the Microsoft Office Suite and other relevant platforms; ensures compliance with applicable state and federal laws and established regulatory procedures, and POST policy.		
10%	Provides project design support, consultation, planning, coordinates and facilitates subject matter experts outreach to obtain technical input; supports project and program content development and review; develops, implements, and maintains program procedures.		
10%	Plans, organize, and directs project procurement, contracting, and specification processes, such as, vendor proposal evaluations, and oversees final contract execution; monitors, interprets, and implements revisions to State procurement processes and requirements as they relate to program contracts; research and develop Commission agenda items; perform complex tasks with a high degree of independence, skill, and accuracy; demonstrates sound judgment, professionalism, and effective communication skills when interacting with the public, external stakeholders, and internal POST staff.		
5%	Provides clerical support for the bureau; maintains bureau attendance records; determines distribution and tracking of incoming correspondence; answers telephone calls for the bureau and provides appropriate information; routes all incoming calls to appropriate individuals within the bureau or POST staff; collects, opens, date stamps and distributes all		

	incoming bureau mail accordingly; collects and distributes all outgoing mail including packages and products; maintains records retention and inventory processes and facilitates purchase requisitions for bureau supplies and equipment.
5%	NON-ESSENTIAL FUNCTIONS Performs other job-related duties within the scope of the classification.

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SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT:

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- ***I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

HUMAN RESOURCES ANALYST'S NAME (Print)

HUMAN RESOURCES ANALYST'S SIGNATURE

DATE