State of California
Commission on Peace Officer Standards and Training

DUTY STATEMENT

DATE APPOINTED TO CLASS	DATE OF LAST POSITION REVIEW 10/02/26	
DIVISION Field Services	POSITION NUMBER (Agency - Unit - Class - Serial) 421-010-5157-811	
BUREAU/UNIT Administrative Services	CLASS TITLE Analyst I	CBID R01
INCUMBENT	WORKING TITLE	

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under supervision of the Supervisor II, the Analyst I is responsible for performing a variety of analytical support as it relates to state accounting and financial reporting. The incumbent establishes and maintains accounts and financial records for the Commission on Peace Officer Standards and Training (POST) and acts as the department liaison with the Department of General Services, Contracted Fiscal Services (CFS).

% 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
45%	Process and logs incoming accounts payable (AP) invoices and items for reimbursement; coordinates with POST Bureaus to ensure AP invoices are reviewed for compliance with applicable contracts, purchase orders, or grants to be approved by POST staff; maintains items for reimbursement including manual and electronic travel expense claims (TECs), Letters of Agreements (LOAs) and Presenter Reimbursement Requests (PRRs); ensures reimbursements contain required data and receipts; audits, analyzes and prepares for payment invoices related to contracts, direct transfers, grants, and purchase orders; ensures accurate and authorized billing charges for invoices in accordance with the State Administrative Manual (SAM), Victim Compensation and Government Claims Board rules, POST policy and other applicable state laws; audits and processes payments for vendor invoices within 45 days; validates charges on vendor invoices against contract or purchase documents; identifies anomalies in services and goods received and provides information to supervisors/managers and bureau staff for their review; identifies billing errors or inaccuracies and notifies vendors and bureau staff; prepares revolving fund check requests when appropriate and prepares backup to reimburse the revolving fund account. Researches, analyzes and resolves various payment and supplier discrepancies, such as denied vouchers, abatements, and voucher errors; coordinates with Department of General Services (DGS), Office of Fiscal Services – Contracted Fiscal Services staff to make necessary corrections and to prepare State Controller's Office (SCO) correction journals/letters.
30%	Reviews, analyzes, and approves payment approval labels (PALs) according to the rules and regulations set forth in the State Administrative Manual (SAM) and the State Controller's Office (SCO); returns PALs to Accounts Payable (AP) payments processors that are not in compliance for appropriate correction; reviews and signs PALs to be sent to Department of General Services, Office of Contracted Fiscal Services (CFS) for payment, ensuring the fiscal year, funding information, vendor address, and amounts paid on the invoices are correct.

	Facilitates deposits of all remittances including checks, money orders and SCO warrants to POST's checking account; classifies, codes, batches and records all receipts in a timely manner; maintains accounting records for cash receipts by type, fiscal period and appropriation in accordance with the SAM; coordinates research with other staff and ensures resolution of discrepancies between Financial Information System for California (FI$Cal) reports, manual logs and source documents; prepares refund and dishonored check requests for approval and updates appropriate logs; prepares Cash transfer letters for payment claims; utilizes Financial Information System for California (FI$Cal) to document invoices and reimbursements that have been processed for payment by the State Controller's Office (SCO) and the California Automated Travel Reimbursement System (CalATERS).
10%	Establishes and updates desk procedures to ensure standardization, compliance, accuracy, and efficiencies are obtained and maintained, utilizing various resources as needed; provides procedural direction and guidance to management; works in researching/ resolving problems by facilitating the process utilizing various tools, aids, equipment and/or processes as needed; analyzes, researches and corrects inconsistencies of records in the Administrative Services Bureau. Assist in obtaining and updating accurate vendor data utilizing the Payee Data Record form (STD 204).
10%	In coordination with CFS, the Administrative Services Bureau (ASB) Chief, and the Supervisor II; performs research, payment, billing or adjustment functions, determines account coding and tracks balances; responds to inquiries from local city and county agencies and vendors regarding their payment status; prepares claim schedules for stale dated warrants and submits to SCO; in accordance with SAM guidelines, processes salary advance requests as requested by POST Human Resources (HR) and ensures outstanding salary advances are recovered; upon notification from HR, distributes incoming warrant batches including wage garnishment warrants; distributes master payroll warrants, supplemental warrants, and salary advances.
	NON-ESSENTIAL FUNCTIONS
5%	Performs other job-related duties within the scope of the classification.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (*if applicable*)**:**

<u>WORK ENVIRONMENT</u>

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall always demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located in West Sacramento, CA. This position may be eligible for telework.

Some travel may be required (e.g., travel to off-site Bureau conferences, meetings or training to aid POST as necessary).

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 (i.e., 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: • ***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

State of California
Commission on Peace Officer Standards and Training

DUTY STATEMENT

DATE APPOINTED TO CLASS	DATE OF LAST POSITION REVIEW 10/02/26	
DIVISION Field Services	POSITION NUMBER (Agency - Unit - Class - Serial) 421-010-5393-811	
BUREAU/UNIT Administrative Services	CLASS TITLE Analyst II	CBID R01
INCUMBENT	WORKING TITLE	

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under direction of the Supervisor II, the Analyst II is responsible for performing a variety of analytical support as it relates to state accounting and financial reporting. The incumbent establishes and maintains accounts and financial records for the Commission on Peace Officer Standards and Training (POST) and acts as the department liaison with the Department of General Services, Contracted Fiscal Services (CFS).

% 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
45%	Process and logs incoming accounts payable (AP) invoices and items for reimbursement; coordinates with POST Bureaus to ensure AP invoices are reviewed for compliance with applicable contracts, purchase orders, or grants to be approved by POST staff; maintains items for reimbursement including manual and electronic travel expense claims (TECs), Letters of Agreements (LOAs) and Presenter Reimbursement Requests (PRRs); ensures reimbursements contain required data and receipts; independently audits, analyzes and prepares for payment invoices related to contracts, direct transfers, grants, and purchase orders; ensures accurate and authorized billing charges for invoices in accordance with the State Administrative Manual (SAM), Victim Compensation and Government Claims Board rules, POST policy and other applicable state laws; audits and processes payments for vendor invoices within 45 days; validates charges on vendor invoices against contract or purchase documents; identifies anomalies in services and goods received and provides information to supervisors/managers and bureau staff for their review; identifies billing errors or inaccuracies and notifies vendors and bureau staff; prepares revolving fund check requests when appropriate and prepares backup to reimburse the revolving fund account. Independently researches, analyzes and resolves various payment and supplier discrepancies, such as denied vouchers, abatements, and voucher errors; coordinates with Department of General Services (DGS), Office of Fiscal Services – Contracted Fiscal Services staff to make necessary corrections and to prepare State Controller's Office (SCO) correction journals/letters.
30%	Serves as the lead to review, analyze, and approve payment approval labels (PALs) according to the rules and regulations set forth in the State Administrative Manual (SAM) and the State Controller's Office (SCO); returns PALs to Accounts Payable (AP) payments processors that are not in compliance for appropriate correction; reviews and signs PALs to be sent to Department of General Services, Office of Contracted Fiscal Services (CFS) for payment, ensuring the fiscal year, funding information, vendor address, and amounts paid on the invoices are correct.

	Facilitates deposits of all remittances including checks, money orders and SCO warrants to POST's checking account; classifies, codes, batches and records all receipts in a timely manner; maintains accounting records for cash receipts by type, fiscal period and appropriation in accordance with the SAM; coordinates research with other staff and ensures resolution of discrepancies between Financial Information System for California (FI$Cal) reports, manual logs and source documents; prepares refund and dishonored check requests for approval and updates appropriate logs; prepares Cash transfer letters for payment claims; utilizes Financial Information System for California (FI$Cal) to document invoices and reimbursements that have been processed for payment by the State Controller's Office (SCO) and the California Automated Travel Reimbursement System (CalATERS).
10%	Establishes and updates desk procedures to ensure standardization, compliance, accuracy, and efficiencies are obtained and maintained, utilizing various resources as needed; provides procedural direction and guidance to management; works in researching/ resolving problems by facilitating the process utilizing various tools, aids, equipment and/or processes as needed; analyzes, researches and corrects inconsistencies of records in the Administrative Services Bureau; assist in obtaining and updating accurate vendor data utilizing the Payee Data Record form (STD 204);
10%	In coordination with CFS, the Administrative Services Bureau (ASB) Chief, and the Supervisor II; independently performs research, payment, billing or adjustment functions, determines account coding and tracks balances; responds to inquiries from local city and county agencies and vendors regarding their payment status; prepares claim schedules for stale dated warrants and submits to SCO; in accordance with SAM guidelines, processes salary advance requests as requested by POST Human Resources (HR) and ensures outstanding salary advances are recovered; upon notification from HR, distributes incoming warrant batches including wage garnishment warrants; distributes master payroll warrants, supplemental warrants, and salary advances.
	NON-ESSENTIAL FUNCTIONS
5%	Performs other job-related duties within the scope of the classification.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (*if applicable*)**:**

<u>WORK ENVIRONMENT</u>

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall always demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located in West Sacramento, CA. This position may be eligible for telework.

Some travel may be required (e.g., travel to off-site Bureau conferences, meetings or training to aid POST as necessary).

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 (i.e., 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: • ***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