State of California
Commission on Peace Officer Standards and Training

DUTY STATEMENT

DATE APPOINTED TO CLASS	DATE OF LAST POSITION REVIEW	
	01/01/26	
DIVISION Peace Officer Standards Accountability Division	POSITION NUMBER (Agency - Unit - Class - Serial) 421-044-5157-805	
BUREAU/UNIT Professional Conduct Northern Bureau	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 Supervisor I, the incumbent performs a wide variety of consultative and analytical work within the Commission on Peace Officer Standards and Training's (POST) Professional Conduct Northern Bureau. The incumbent works to assist in coordinating and maintaining the Bureau's workload to include support for and completion of assigned investigative activities.

% 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
35%	Reviews and analyzes newly reported allegations of serious misconduct for required information; utilizes and maintains the case management system and reporting platforms for communication with agencies and tracking of cases; drafts correspondence and required notifications to both internal and external stakeholders; assists in conducting audits of cases for completeness and thoroughness; monitors and maintains workload data; completes analysis on assigned cases and prepare supplemental and closure reports.
25%	Reviews cases submitted by external agencies for completion, and sends tasks to stakeholders to obtain complete investigative documentation in Mark43 and evidence in Axon; monitor criminal cases by tracking and requesting court documentation, writing supplemental reports in Mark43, and working with the Law Enforcement Consultants (LECs) as well as the Legal Affairs Bureau; process Government Code Section 1029 cases in accordance with all laws, regulations, and internal policies; maintain case documentation in electronic databases and paper filing systems; assist LECs in the processing of higher priority cases included but not limited to: obtaining supplemental documentation from external agencies or courts, drafting necessary correspondence, assisting case through full internal review process as well as public hearings, and completing required redactions of documents and evidence for cases moving forward to public hearings.
15%	Conducts internal policy analysis; creates and maintains workflows and desk manuals; prepares reports on allegations of serious misconduct received by POST; researches, organizes and prepares materials to support subject matter expert meetings, special seminars, and workshops.
10%	Assists with miscellaneous research related to reporting; assists in the maintenance of current information on pending investigations of allegations of serious misconduct; consults with POST staff, management, and other stakeholders to provide and secure information; provides consultation and training to POST staff and stakeholders; provides technical assistance to external entities as necessary.

10%	Attends required meetings, including all POST Commission meetings, and POSAAB Board Hearings; assists with various special projects/assignments.
5%	**NON-ESSENTIAL FUNCTIONS** Performs other job-related duties within the scope of the classification.

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

WORK ENVIRONMENT

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. Assignment is at POST headquarters in West Sacramento. This position may be eligible for telework.

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

This position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

PHYSICAL ABILITIES

Must possess and maintain enough 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:

- ***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

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Commission on Peace Officer Standards and Training

DUTY STATEMENT

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DIVISION Peace Officer Standards Accountability Division	POSITION NUMBER (Agency - Unit - Class - Serial) 421-044-5393-805	
BUREAU/UNIT Professional Conduct Northern Bureau	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 Supervisor I, the incumbent performs the more varied, and complex work in the Commission on Peace Officer Standards and Training's (POST) Professional Conduct Northern Bureau. The incumbent is primarily responsible for prioritizing, coordinating, and maintaining the Bureau's workload to include support for and completion of assigned investigative activities.

% 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
35%	Independently reviews and provides a complex/technical analysis of newly reported allegations of serious misconduct for required information; utilizes the case management system and reporting platforms for communication with agencies and tracking of cases; drafts correspondence and required notifications to both internal and external stakeholders; serves as the subject matter expert once an investigation is concluded by conducting complex and technical audits of cases for completeness and thoroughness; monitors workload data; completes analysis on assigned cases and prepare supplemental and closure reports.
25%	Reviews complex cases submitted by external agencies for completion and sends tasks to stakeholders to obtain complete investigative documentation in Mark43 and evidence in Axon; monitor complex criminal cases by tracking and requesting court documentation, writing supplemental reports in Mark43, and working with the Law Enforcement Consultants (LECs) as well as the Legal Affairs Bureau; process Government Code Section 1029 cases in accordance with all laws, regulations, and internal policies; maintain case documentation in electronic databases and paper filing systems; assist LECs in the processing of complex higher priority cases included but not limited to: obtaining supplemental documentation from external agencies or courts, drafting necessary correspondence, assisting case through full internal review process as well as public hearings, and completing required redactions of documents and evidence for cases moving forward to public hearings.
15%	Provides training and presentations to POST staff; conducts internal policy analysis; creates and maintains workflows and desk manuals; prepares reports on allegations of serious misconduct received by POST; researches, organizes and prepares materials to support subject matter expert meetings, special seminars, and workshops.
10%	Performs miscellaneous research related to reporting needs; assists in the maintenance of current information on pending investigations of allegations of serious misconduct; consults with POST staff, management, and other stakeholders to provide and secure information; provides consultation and training to POST staff and stakeholders; provides technical assistance to external entities as necessary.

10%	Coordinates, leads and/or assists with various special projects/assignments; attends required meetings, including all POST Commission meetings, and POSAAB Board Hearings.
5%	**NON-ESSENTIAL FUNCTIONS** Performs other job-related duties within the scope of the classification.

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

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE