STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Facilities Section	Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Analyst I	R01	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-078-5157-719	10/15/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY	DATE
☐ YES ☑ NO	☐ YES ☑ NO		

FUNCTION OF POSITION
Under the supervision of the Supervisor I, the Analyst I is responsible for providing analytical support to the Statewide X Number Program and Sustainability Program and performing various analytical functions for the Facilities Section.

SUPERVISION RECEIVED
The Analyst I reports directly to and receives the majority of their assignments from the Supervisor I. However, direction and assignments may also come from the Supervisor II, Lieutenant, or Commander.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS
Position requires remaining stationary for extended periods of time while performing desk and computer related tasks. Periodic statewide overnight travel to CHP offices and construction sites is required, which may involve exposure to outdoor weather conditions, uneven terrain, and active construction environments. Occasional overtime may be required.

SPECIAL PERSONAL CHARACTERISTICS
Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
55%	Assists with the management of the Facilities Section X Number program. Responds to verbal and written statewide X Number requests from various entities and acts as a liaison to associated control agencies and/or contractors. Maintains a tracking and follow-up system for approved requests. Receives CHP facilities related X Number requests from Division offices, Area offices, Commercial Vehicle Enforcement Facilities, Platform Scales, and Air Operations. Evaluates requests to ensure compliance with X Number criteria. Processes requests in accordance with established criteria. Acquires approval of X Number requests from the appropriate manager, issues X Number, drafts related correspondence, and provides completed instructions to end user. Attends program related meetings. Utilizes the statewide Financial Information System of California (FI$Cal) to prepare and dispatch purchase orders, enter vendor information for the State Controller's Office (SCO) approval, and to research payment status of invoices.
25%	Serves as a support analyst to the Statewide Sustainability Program by assisting with updating and maintaining various spreadsheets to track permits, invoices, and contracts for statewide sustainability projects. Collects, organizes, and manages energy and water conservation related data to ensure tracking mechanisms are updated, and data is accessible to the Facilities Section, and prepares mandatory regulatory reports. Provides project assistance by identifying and researching energy and other efficiency programs/resources available, such as grants, rebates, and loan programs, and including the research findings in project files. Reviews and analyzes proposed legislation on related topics and draft legislative bill analysis. Assists with coordinating recycle, reutilization, and sustainable practices for the California Highway Patrol.
10%	Provides back up to the Office Technician in answering and screening incoming telephone calls and mail distribution. Greets and assists visitors to Facilities Section. Escorts visitors throughout the headquarters campus as needed.
5%	Provides assistance to Facilities Section analysts by preparing, reviewing, submitting, and editing various Facilities Section related documents including, but not limited to, research, correspondence, emails, communications network messages, brochures, and manuals.

	Non-Essential Functions
5%	Performs other duties, within the scope of the classification, as assigned.
TOTAL 100%	

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE