Classification Title: Analyst II	**Branch/Division/Bureau:** Enforcement Branch
Working Title: Resource Services Analyst	**Office/Unit/Section/Geographic Location:** EBHQ Office of Program Operations/Support Services Bureau/Resource Services Unit
Position Number (13 Digit): 413-189-5393-901	**Conflict of Interest Position:** ☑ **NO** ☐ **YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION:

Under the direction of the Supervisor I, or designee, the incumbent performs complex work in a wide variety of consultative and analytical services assignments related to the Enforcement Branch (EB) Resource Services Unit, including, but not limited to, evaluating, forecasting, procuring, and dispersing of equipment for sworn peace officers and non-sworn personnel; preparation of EB Vehicle Acquisition Plan and annual and semi-annual Department of General Services (DGS) reports for vehicle, procurement, insurance, and fuel requirements; updating Fleet Asset Management Systems (FAMS) as necessary; maintaining and auditing the Property Control Database, reviewing and providing as needed (daily-weekly-monthly-annual and triennial) reports including but not limited to replacement and rotation of law enforcement equipment, inventory, and vehicle utilization to management and Business Management Bureau (BMB); training users on property control database processes and developing and revising procedures related to EB Property Control. Some travel is required within the state of California via private or public transportation (i.e., automobile, airplane, etc.).

ESSENTIAL FUNCTIONS

30% Maintains and monitors property control needs to ensure EB property control requirements are met. Works with staff in the Business Services Unit to ensure that costs do not exceed the allocated equipment budget. Researches, gathers, and analyzes data within the Property Control Database and spreadsheets. Advises management on options and alternatives for requested equipment. Revises property control procedures to meet business needs.

Utilizes Excel to create, review, and analyze vehicle utilization; prepares change recommendations to senior management. Conducts monthly, semi-annual, and annual analysis of WEX gas card user behavior and reports non-compliance practices to the Enforcement Branch Management. Reviews and analyzes incoming documentation and reports including survey documents, property transfer paperwork, mileage, and DGS reporting from regional offices and other state agencies to validate data, prioritize work flow, and, if necessary, create procedures to ensure branch compliance. Leads in the research, coordination, and continuing development of the property control system. Audits the EB Property Control Database to ensure compliance with Departmental

record retention requirements.

Reviews and analyzes the Background Report and equipment budget to ensure procurement of law enforcement equipment and non-sworn equipment is timely and within budget. Researches and provides recommendations for law enforcement procurement and post-procurement utilization to management. Reviews and analyzes property history to ensure compliance with state and Branch requirements. Prepares and distributes vehicle utilization reports to executive management and EB staff. Maintains program budget history and assists in future program forecasting. Reviews and analyzes Vehicle Home Storage Permits for compliance with the State Administrative Manual (SAM). Provides non-compliance reports to management.

20% Utilizes Microsoft programs (i.e. Excel, Word, Access) to create various training related spreadsheets, charts, and graphs. Utilizes SharePoint Property Control Database to maintain electronic copies of EB staff property histories as well as maintains hard copy files. Acts as liaison with Information Technology Division and BMB with regard to the Property Control Database reporting and maintenance issues. Coordinates access set-up and changes for the Property Control Database. Develops, revises and maintains the Property Control Procedure Manual. Acts as subject matter expert for Property Control.

15% Ensures Property Control, SAM, and DGS requirements are met by both sworn and non-sworn staff as well as ensures procurement is within budget guidelines. Using the Property Control Database, creates and analyzes reports to meet EB and BMB inventory tracking requirements as required by state and branch policies and procedures. Reports include but are not limited to, Annual Fleet Acquisition Plan, semi-annual fleet utilization report, and DGS required annual fuel consumption reporting. Monitors, maintains, and updates the Property Control Database information and reconciles discrepancies. Prepares service authorization/purchase orders/Office of Emergency Services work requests. Reconciles invoices with service authorization/purchase orders/work requests. Assures that property records for staff are complete and timely. Monitors new hires during phase training to ensure timely dispersal of equipment when training guidelines have been met.

Oversees and establishes the maintenance of policies and procedures related to property control and handling. Performs compliance review and analysis of possible updates to rules, regulations and laws and determines impact to current processes and makes recommendations to management when updates are necessary to the EB Policy.

Leads in the preparation of reports involving regional office inventory or audits of equipment and supplies including the tri-annual inventory drill. Prepares property to be surveyed using appropriate legal requirements, ordering, and tracking. Maintains EB Headquarter (EBHQ) pool vehicle(s) with regular services and/or repairs.

Regularly surveys Regional Offices inventory, and makes purchase and/or disposal requests. Handles property acquisitions and transfers. Conducts annual inventory surveys of equipment for departmental reporting.

10% Provides analytical and technical support to EB staff related to cellular phones. Manages, tracks, and coordinates the cellular phone inventory to include, but not limited to: timely issuance, troubleshoot, interaction with Verizon Wireless, utilization of Mobile Iron, and Apple Business.

10% Prepares survey documents for disposal of property. Follows up with EB staff on completion of property receipts to ensure compliance with BMB guidelines. Tracks and monitors property and law enforcement equipment. Maintains and updates the Property Control training curriculum materials. Acts as back-up for regional office Property Control needs. Files Property Control paperwork. ~~A~~

10% Trains EB staff on property procedures and process during onboarding, Basic Investigator Course, and as necessary.

MARGINAL FUNCTIONS

5% Leads and completes special projects as needed. Provides backup to the Analyst I, Evidence Custodian - North and EBHQ Property Controller II.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Must be able to work in a law enforcement environment that includes the presence of firearms
- Must be able to work in a high-rise building
- Frequent sitting is required

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

_____
Printed Name