STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Selection Standards and Examinations Section	Personnel and Management Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Analyst II	R01	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-052-5393-XXX	10/23/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
☐ YES ☑ NO	☐ YES ☑ NO	APPROVED BY		DATE

FUNCTION OF POSITION

Under the direction of the Supervisor I, the Analyst II is responsible for coordinating the nonuniformed hiring process for the Department. The analyst is responsible for coordinating the nonuniformed hiring process, and providing consultation and assistance to management and commands in the interpretation and application of state civil service laws, rules, regulations, bargaining unit agreements, and related departmental policies and procedures to ensure departmental compliance. The responsibilities listed below are shared with other Analyst IIs, each responsible for different geographical regions.

SUPERVISION RECEIVED

The Analyst II 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 and/or Manager II.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

May include the opportunity to travel to conduct training.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	**Essential Functions**
55%	Review CHP 127, Request for Position Action, packages from commands requesting to refill, reclassify, establish, transfer, or redirect positions. Determine the appropriateness of the request by making comparisons of various allocation factors; determine whether the duties are in line with the scope of the classifications, the command structure will allow the requested action, and the request meets departmental and control agency guidelines; make recommendations for approval or denial. Coordinate the nonuniformed hiring process to ensure the Department is in compliance with laws, rules, regulations, and bargaining unit agreements. Work directly with commands in the recruitment and selection process by guiding the command through the appropriate phases of the hiring process, ensuring all are completed appropriately; assist commands with drafting duty statements appropriate for the classification being recruited for; provide guidance relating to all requirements of the hiring phases, including required documentation; counsel and advise commands and management of opportunities and obstacles in classification and pay matters; advertise nonuniformed positions; determine eligibility of applicants, including complex minimum qualification and transfer determinations; and complete complex salary determinations and salary reconstructions. Provide information to members of the public or other departments concerning departmental programs, classifications utilized, and employment possibilities.
25%	Conduct research and make verbal and written recommendations to management in matters relating to classification and pay. Create, draft, revise, and maintain Highway Patrol Manuals, Highway Patrol Guides, General Orders, Management Memorandums, Communications Network messages, Issue Papers, duty statements, and departmental forms. Review and analyze proposed, modified, or abolished regulations and legislation to determine the impact to the Department and departmental operations; complete bill analyses; assist with conducting classification and pay, staffing, and organizational studies.
10%	Review and analyze requests for hiring above minimum, promotions in place, reclassifications, training and development assignments, out-of-class assignments, temporary assignments or loaning of employees, temporary authorization appointments, compelling management needs, and exceptional allocations to determine the appropriateness of the request. Make recommendations for approval or denial of the requests; consult with management in developing the Departments'

	position in responding to all requests; and draft written justifications supporting the recommendation. Provide information relating to classification and pay issues in response to grievances, merit issue complaints, and appeals.
5%	May train new staff, serve as lead analyst for the Classification and Hiring Unit, serve as final level of review and approval of departmental nonuniformed hires, and conduct the nonuniformed hiring practices training for departmental field and headquarters commands.
	Non-Essential Functions
5%	Perform other job-related 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

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Selection Standards and Examinations Section	Personnel Management Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Analyst I	R01	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-052-5157-XXX	10/23/2026			

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 coordinating the nonuniformed hiring process for the Department. The analyst is responsible for coordinating the nonuniformed hiring process, and assists with providing consultation and assistance to management and commands in the interpretation and application of state civil service laws, rules, regulations, bargaining unit agreements, and related departmental policies and procedures to ensure departmental compliance. The responsibilities listed below are shared with other Analyst Is, each of whom is responsible for a different geographic region.

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 and/or the Manager II.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

May include the opportunity to travel to conduct training.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
55%	Review CHP 127, Request for Position Action, packages requesting to refill, reclassify, establish, transfer, or redirect positions from commands with less complex hiring needs. Determine the appropriateness of the request by making comparisons of various allocation factors; determine whether the duties are in line with the scope of the classifications, determine whether the command structure will allow the requested action; and determine if the request meets departmental and control agency guidelines to make recommendations for approval or denial. Coordinate the nonuniformed hiring process to ensure the Department is in compliance with laws, rules, regulations, and bargaining unit agreements. Work directly with commands in the recruitment and selection process by guiding the command through the appropriate phases of the hiring process, ensuring all phases are completed appropriately; assist commands with drafting duty statements appropriate for the classification being recruited for; provide guidance relating to all requirements of the hiring phases including required documentation; advertise nonuniformed positions; order and code certification lists; determine eligibility of applicants, including less complex minimum qualification and transfer determinations; and complete less complex salary determinations and salary reconstructions. Provide information to members of the public or other departments concerning departmental programs, classifications utilized, and employment possibilities.
25%	With assistance, may conduct research and make verbal and written recommendations to management in matters relating to classification and pay. Revise and maintain the less complex Highway Patrol Manuals, Highway Patrol Guides, General Orders, Management Memorandums, Communications Network messages, Issue Papers, duty statements, and departmental forms.
15%	Review and analyze less complex requests, under the guidance of a senior analyst and/or manager, for hiring above minimum, promotions in place, reclassifications, training and development assignments, out-of-class assignments, temporary assignments or loaning of employees, temporary authorization appointments, compelling management needs, and exceptional allocations to determine the appropriateness of the request. Assist with making recommendations for approval or denial of the requests; consult with management in developing the Departments' position in responding to all requests; and draft written justifications supporting the recommendation. Provide information relating to less complex classification

	and pay issues in response to grievances, merit issue complaints, and appeals.
	Non-Essential Functions
5%	Perform other job-related duties within the scope of the classification.
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