DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
OFFICE OF THE CHIEF
ADVANCED TRAINING CENTER
420-518-5157-002

JOB TITLE: Analyst I

STATEMENT OF DUTIES: Under the general direction of the Special Agent Supervisor (SAS), the Analyst (AN) I is assigned to the Division of Law Enforcement (DLE), Office of the Chief (OC), Advanced Training Center (ATC).The incumbent acts as the purchasing and contracts analyst for the ATC, oversees and tracks a variety of ATC procurement projects and law enforcement equipment with division-wide impact, and prepares travel and training requests for the DLE Special Agent Training Academy. The incumbent also collects, tracks, analyzes, and reports the Peer Support Program (PSP) statistics and program activities, assists in coordinating PSP training, and maintains and manages the PSP SharePoint site and Wellness application calendars to support program operations. The incumbent acts as the ATC's attendance and vehicle coordinator as well as other administrative duties as assigned.

SUPERVISION RECEIVED: Reports directly to the Special Agent Supervisor.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit at a computer terminal for extended periods of time, ability to use keyboard and type for extended periods of time. Ability to stand for short periods of time and to lift and move up to 20 pounds at a time.

TYPICAL WORKING CONDITIONS: Work in an enclosed office or cubicle. In response to the mission critical workload for the program, the AN I may be required to work more than 40 hours a week due to program needs. . Occasional statewide travel may be required.

ESSENTIAL FUNCTIONS:

40% Prepares purchase orders and contract requests for the ATC, specific to agent training equipment and uniforms. Prepares and develops procurement packages; utilizes a DLE Cal-Card; obtains competitive bids; writes procurement justifications; confers with DLE staff and management in the early stages of acquisition process to ensure the procurement of goods and services is completed in a timely and appropriate manner. Ensures proper delivery, inventory, distribution, survey, and destruction of equipment and goods for ATC. Coordinates the receipt, tracking, review, approval, and processing of invoices. Ensures invoices are paid in accordance with the California Prompt Payment Act, Division, and Departmental policies and procedures. Resolves all invoice dispute issues.

25% Prepares and originates letters, memorandums, and portfolios for the Special Agent Training Academies; prepares training and travel requests for ATC staff and all new Special Agents attending the academy, including hotel reservations, identifying appropriate costs codes for invoicing. Provides administrative support, as needed including filing, photocopying, and other various administrative duties.

20% Provides oversight on a variety of ATC procurement projects with division-wide impact.

10% Provides oversight of the administrative duties required to maintain and support the PSP.

5% Completes special projects relating to ATC functions as assigned by the Special Agent Supervisors and other OC management.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee's Signature Date Supervisor's Signature Date