State of California
Commission on Peace Officer Standards and Training

DUTY STATEMENT

DATE APPOINTED TO CLASS	DATE OF LAST POSITION REVIEW 09/30/26	
DIVISION Peace Officer Standards Accountability Division	POSITION NUMBER (Agency - Unit - Class - Serial) 421-040-5157-811	
BUREAU/UNIT Intake and Disposition Bureau/Intake and Public Complaint Unit	CLASS TITLE Analyst I	CBID R01
INCUMBENT	WORKING TITLE Analyst I	

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 in the Commission on Peace Officer Standards and Training's (POST) Intake and Disposition Bureau. The incumbent is primarily responsible for the intake, review, and processing of reports of serious misconduct cases, including case management of public complaint cases.

% 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
40%	Using the case management system and reporting platforms, responsible for the intake of reports of serious misconduct, communication with agencies, and processing of reports from intake into cases; reviews reported cases of serious misconduct for completeness, thoroughness, and other requirements; and processes and responds to public complaints against peace officers.
30%	Reviews, evaluates, and analyzes public complaints to coordinate into case management in cooperation with law enforcement agencies and POST's Peace Officer Standards and Accountability Division's Professional Conduct Bureaus; assists with tracking pending investigation statuses and ensures compliance with statutory reporting requirements; assists with internal policy analysis; and creates and maintains workflows and desk manuals.
15%	Consults with POST staff, management, and other stakeholders to provide and secure information received from the case management system; assists in providing Mark 43 consultation and training to POST staff and stakeholders; assists with pulling statistical data from Mark 43 and Power BI to create comprehensive reports for the Board and Commission; assists with providing technical assistance to external entities as necessary; and assists with various special projects/assignments.
10%	Assists with performing miscellaneous research related to statistical reporting requests and assists in maintaining the status of pending investigations of allegations of serious misconduct.
	NON-ESSENTIAL FUNCTIONS
5%	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 at all times 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 sufficient 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

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) 421-040-5393-811	
BUREAU/UNIT Intake and Disposition Bureau/Intake and Public Complaint Unit	CLASS TITLE Analyst II	CBID R01
INCUMBENT	WORKING TITLE Analyst II	

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 responsible, varied, and complex analytical work in the Commission on Peace Officer Standards and Training's (POST) Intake and Disposition Bureau. The incumbent is primarily responsible for the intake, review and evaluation, and tracking of reports of serious misconduct cases, including case management of public complaint cases.

% 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%	Using the case management system and reporting platforms, responsible for the intake of reports of serious misconduct, communication with agencies, and processing of reports from intake into cases; as the subject matter expert conducts the more complex and technical reviews of reported cases of serious misconduct for completeness, thoroughness, and other requirements; and coordinates public complaints via case management through completion.
35%	Reviews, evaluates, and analyzes public complaints to coordinate into case management in cooperation with law enforcement agencies and the Peace Officer Standards Accountability Division's Professional Conduct bureaus; tracks pending investigation statuses and ensures compliance with statutory reporting requirements; creates and provides training to staff; conducts internal policy analysis and formulation; creates and maintains workflows and desk manuals.
15%	Consults with POST staff, management, and other stakeholders to provide and secure information received from the case management system; provides Mark 43 consultation and training to POST staff and stakeholders; pulls statistical data from Mark 43 and Power BI to create comprehensive reports for the Board and Commission; provides technical assistance to external entities as necessary; and coordinates, leads, and/or assists with various special projects/assignments.
10%	Performs miscellaneous research related to statistical reporting needs and assists in the maintenance of current information on pending investigations of allegations of serious misconduct.
	NON-ESSENTIAL FUNCTIONS
5%	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