STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Public Records Section	Departmental Affairs Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Analyst II	R01	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-033-5393-XXX	11/01/2026			

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 direction of the Public Records Section Supervisor I, the Analyst II is responsible for performing complex technical and analytical duties that require initiative, good judgment, tact, and diplomacy, along with a thorough knowledge of appropriate administrative practices, in support of the California Public Records Act (CPRA) and the Information Practices Act (IPA) programs. The incumbent uses a thorough working knowledge of the California Highway Patrol policies and procedures, CPRA, IPA, and of the requirements of the related laws, rules, and control agencies, to assist Headquarters commands, field Divisions and their respective commands with all CPRA and IPA requests for the Departmental Affairs Division (DAD), Public Records Section (PRS).

SUPERVISION RECEIVED

The Analyst II reports directly to and receives the majority of their assignments from the PRS Supervisor I. However, direction and assignments may also come from the PRS Sergeants and Supervisor Is, Supervisor IIs, or the PRS Commander.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
50%	Act as the administrative support analyst for the CPRA and IPA programs, and records releasable pursuant to Vehicle Code 20012 and Penal Code 832.7, for all Headquarters and field commands statewide. Provide assistance, direction, and guidance to divisions, field offices, and the public in regards to CPRA and IPA questions and requests. Review, analyze, and research CPRA and IPA requests, including verifying case, legal, and statutory citations and redacting various formats of records accordingly prior to release. Conduct critical analysis of Mobile Video Audio Recording System, body-worn camera, and other incident-related video pertaining to CPRA requests and ensure appropriate redactions are completed prior to release. Review and stay up-to-date with tactics and procedures involving, but not limited to, enforcement contacts, use of force, driving under the influence investigations, and laws of arrest in analyzing CPRA and IPA requests. Provide analysis and recommendation on releasing records sought under the CPRA and IPA programs.
30%	Proofread departmental documents for content, technical accuracy, information, style, and errors prior to release under the CPRA and IPA programs. Assist divisions, field offices, and the general public with policy development and maintenance of ongoing CPRA-related curricula for department-wide training. Compose correspondence, memorandum, analysis, and opinions related to the CPRA and IPA programs; prepare form letters and other CPRA and IPA related documents. Responsibilities include, but are not limited to, identification and review of projects, studies, and correspondence to ensure: 1) logical purpose statements and analysis; 2) appropriate development and consideration of alternatives; 3) fully justified conclusions and recommendations; and 4) that documents are prepared in accordance with the criteria established by departmental policy and procedures.
15%	Establish and maintain case, administrative, and document files. Maintain CPRA and IPA spreadsheets, including logging incoming documents, suspense and tracking due dates and related obligations, and the collection of amounts owed.

	Non-Essential Functions
5%	Perform 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