STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Northern Division - 101	Northern			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Analyst II	R01	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-101-5393-703	09/17/2026			

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 Supervisor I, the Analyst II is responsible for administration and preparation of a wide variety of in-depth analytical reports, conducting research and preparing evaluations on analytical findings utilizing program management; provides administrative support to Division management and Special Services Unit programs, and assumes lead-person responsibilities for the Northern Division office.

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 Administrative Assistant Lieutenant.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

40%

PROJECT/PROGRAM MANAGEMENT:
Directly administers various special studies and programs; designs, implements, and prepares formal, technical reports to support conclusions; conducts studies; evaluates, analyzes, and makes recommendations to Division management on existing or proposed programs and related issues; communicates the results of assignments with recommendations for management review and decision by way of oral presentation or written report, consults with law enforcement personnel and/or source experts to gather technical input and data for studies/reports developed, and monitors programs for effectiveness.

OVERTIME COORDINATOR:
Provides full analytical formulation and consultative authority of the Division Overtime Program for management. Responsibilities include researching and analyzing overtime trends for the purpose of developing allocations of regular and special project overtime (e.g. grants); conducts ongoing monitoring and verification of overtime reporting and usage to identify and eliminate potential problems or discrepancies; prepares monthly overtime analysis for management, which includes recommendations/solutions to identified problems; develops curriculum and provides training to Division and Area personnel regarding overtime control, use, and reporting; consults with and advises management on a regular basis regarding overtime issues which may affect Division operations; prepares justification memoranda and serves as liaison with Headquarters personnel on overtime issues; represents Division at departmental overtime meetings.

COZEEP/MAZEEP COORDINATOR:
Serves as the Contract Coordinator for the Division Construction Zone Enhanced Enforcement Program (COZEEP)/ Maintenance Zone Enhanced Enforcement Program (MAZEEP) Contract Coordinator, and serves as liaison between California Department of Transportation (Caltrans) COZEEP/MAZEEP coordinators and Areas to resolve invoice disputes, as well as develops and provides training to Area coordinators. Ensures that the Department receives full reimbursement for COZEEP/ MAZEEP reimbursable services provided to Caltrans Districts 1, 2, and 3 by monitoring reporting of COZEEP/ MAZEEP services and identifying ongoing problems or discrepancies. Works with Areas and Caltrans on expanding COZEEP/MAZEEP operations, as needed.

25%

FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA (FI$Cal) BUDGET AND EQUIPMENT FUNDING DELEGATION:
Administers and assumes full analytical, formulation, and consultative responsibility for the local program access and overall management of funds allocated under FI$Cal, and coordination of personnel assigned for utilization and review processing for purchases of supplies, goods, equipment, etc. Serves as the liaison between Division and Areas regarding complicated service and purchase requests.

Works with Areas, Division Local Area Network Administrators, and Headquarters Information Technology Section, to coordinate FI$Cal program access throughout the Division. Provides program training and serves as a resource on program-related issues.

Conducts reviews on the following items:
Division incurred expenditures; invoices, purchase request logs, and requisitions from Areas requiring Division approval; equipment purchases for consistency with departmental and statewide procurement policies. Prepares in-depth justifications for Office of Primary Interest-related equipment; ensures appropriate accounting code and funding source usage for tracking and monitoring funds and balances; and periodically consults with and provides updates to management regarding program operations.

Serves as an advisor to Division management on program components; develops intra-Divisional policies on budget requests, conducts research and analysis in preparation for the development and administration of processes related to the Budget Program; develops training curriculum and provides training to Division and Area personnel; provides guidance and assistance to Area commands on issues related to budgeting; conducts preliminary review of all budget packages; consults with and provides recommendations to management regarding budget approvals/disapprovals; serves as Division liaison with Budget Development Unit, Purchasing Services Unit, and Fiscal Management Section personnel regarding relevant issues pertaining to budgeting, purchasing, and funding.

15%

ADMINISTRATIVE SUPPORT:
Reviews fiscal matters for management staff, and assures that studies, projects, and correspondence are complete and adhere to Departmental policy.

REIMBURSABLE SERVICES:
Maintains the Division-wide R-Number CHP 466, Reimbursable Services Control Log, and assists in monitoring the Division reimbursable contracts on the CHP 465, Reimbursable Letter of Agreement, for variance escort details (movie and wide-load), security, standbys, traffic control, etc; and assists Areas with inquiries regarding cost estimates and deposits. Acts as the liaison with Area offices as needed with the preparation of drug task force participation requests. Analyzes documentation for conformance with mandated policy and procedure, prepares the Division transmittal memorandum, and processes the Division-approved request package. Ensures that special project codes are issued and that Reconciliation of Paid Reimbursable Overtime Hours and Miles reports are processed by Division commands.

FACILITIES LIAISON:
Serves as the Division Liaison between Facilities Section and Areas regarding budgeted major facility repairs. Tracks all budgeted repairs to ensure they are accomplished and provides periodic updates to management.

10%

RESEARCH AND ANALYSIS:
SPECIAL PROJECTS: Reviews and analyzes reports, memorandums, and policies/programs generated by Headquarters, Areas, or outside entities; conducts research, prepares staff studies on the impact of the subject matter to Division's goals and responsibilities and, where appropriate, designs programs and procedures for Division and Area staff.

5%

OUT-SERVICE TRAINING COORDINATOR:
Administers and assumes full analytical, formulation, and consultative responsibility for the management of the Out-Service Training Program. Responsibilities include analyzing and researching training trends and needs to determine appropriate allocations. Has decision-making authority regarding training fund allocations and training request approvals; develops and conducts training to Division and Area personnel; conducts ongoing monitoring of program status to ensure compliance; processes all CHP 50, Request for Out-Service Training, documents, which includes securing registration and payment, as well as tracking the submission of the CHP 50A, Evaluation of Out-Service Training, per policy; consults with and advises management regarding the overall status of the Out-Service Training Program and fund balance.

	Non-Essential Functions
5%	Serves as the back-up to the other analysts. Performs 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

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COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Northern Division - 101	Northern			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Analyst I	R01	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-101-5157-703	09/17/2026			

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 administration and preparation of a wide variety of in-depth analytical reports, conducting research and preparing evaluations on analytical findings utilizing program management; provides administrative support to Division management and Special Services Unit programs, and assumes lead-person responsibilities for the Northern Division office.

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 Administrative Assistant Lieutenant.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

40%

PROJECT/PROGRAM MANAGEMENT:
With assistance, directly administers various special studies and programs; designs, implements, and prepares formal, technical reports to support conclusions; conducts studies; evaluates, analyzes, and makes recommendations to Division management on existing or proposed programs and related issues; communicates the results of assignments with recommendations for management review and decision by way of oral presentation or written report, consults with law enforcement personnel and/or source experts to gather technical input and data for studies/reports developed, and monitors programs for effectiveness.

OVERTIME COORDINATOR:
With assistance, provides full analytical formulation and consultative authority of the Division Overtime Program for management. Responsibilities include researching and analyzing overtime trends for the purpose of developing allocations of regular and special project overtime (e.g. grants); conducts ongoing monitoring and verification of overtime reporting and usage to identify and eliminate potential problems or discrepancies; prepares monthly overtime analysis for management, which includes recommendations/solutions to identified problems; develops curriculum and provides training to Division and Area personnel regarding overtime control, use, and reporting; consults with and advises management on a regular basis regarding overtime issues which may affect Division operations; prepares justification memoranda and serves as liaison with Headquarters personnel on overtime issues; represents Division at departmental overtime meetings.

COZEEP/MAZEEP COORDINATOR:
Serves as the Division Contract Coordinator, with assistance, for the Construction Zone Enhanced Enforcement Program (COZEEP)/ Maintenance Zone Enhanced Enforcement Program (MAZEEP) Contract Coordinator, and serves as liaison between California Department of Transportation (Caltrans) COZEEP/MAZEEP coordinators and Areas to resolve invoice disputes, as well as develops and provides training to Area coordinators. With assistance, ensures that the Department receives full reimbursement for COZEEP/ MAZEEP reimbursable services provided to Caltrans Districts 1, 2, and 3 by monitoring reporting of COZEEP/MAZEEP services and identifying ongoing problems or discrepancies. Works with Areas

and Caltrans on expanding COZEEP/MAZEEP operations.

25% FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA (FI$Cal) BUDGET AND EQUIPMENT FUNDING DELEGATION:
With assistance, administers and assumes full analytical, formulation, and consultative responsibility for the local program access and overall management of funds allocated under FI$Cal, and coordination of personnel assigned for utilization and review processing for purchases of supplies, goods, equipment, etc. Serves as liaison between Division and Areas regarding complicated service and purchase requests.

Works with Areas, Division Local Area Network Administrators, and Headquarters Information Technology Section, to coordinate FI$Cal program access throughout the Division. With assistance, provides program training and serves as a resource on program-related issues.

Conducts reviews on the following items:
Division incurred expenditures; invoices, purchase request logs, and requisitions from Areas requiring Division approval; equipment purchases for consistency with departmental and statewide procurement policies. Also on a daily basis, the analyst prepares in-depth justifications for Office of Primary Interest-related equipment; ensures appropriate accounting code and funding source usage for tracking and monitoring funds and balances; and periodically consults with and provides updates to management regarding program operations.

With assistance, serves as an advisor to Division management on program components; develops intra-Divisional policies on budget requests, conducts research and analysis in preparation for the development and administration of processes related to the Budget Program; develops training curriculum and provides training to Division and Area personnel; provides guidance and assistance to Area commands on issues related to budgeting; conducts preliminary review of all budget packages; consults with and provides recommendations to management regarding budget approvals/disapprovals; serves as Division liaison with Budget Development Unit, Purchasing Services Unit, and Fiscal Management Section personnel regarding relevant issues pertaining to budgeting, purchasing, and funding.

15% ADMINISTRATIVE SUPPORT:
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REIMBURSABLE SERVICES:
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FACILITIES LIAISON:
Serves as the Division Liaison between Facilities Section and Areas regarding budgeted major facility repairs. Tracks all budgeted repairs to ensure they are accomplished and provides periodic updates to management.

10% RESEARCH AND ANALYSIS:
SPECIAL PROJECTS: Reviews and analyzes reports, memorandums, and policies/programs generated by Headquarters, Areas, or outside entities; conducts research, prepares staff studies on the impact of the subject matter to Division's goals and responsibilities and, where appropriate, designs programs and procedures, with assistance, for Division and Area staff.

5% OUT-SERVICE TRAINING COORDINATOR:
With assistance, administers and assumes full analytical, formulation, and consultative responsibility for the management of the Out-Service Training Program. Responsibilities include analyzing and researching training trends and needs to determine appropriate allocations. With assistance, makes decisions regarding training fund allocations and training request approvals; develops and conducts training to Division and Area personnel; conducts ongoing monitoring of program status to ensure compliance; processes all CHP 50, Request for Out-Service Training, documents, which includes securing

	registration and payment, as well as tracking the submissions of the CHP 50A, Evaluation of Out-Service Training, per policy; consults with and advises management regarding the overall status of the Out-Service Training Program and fund balance.
	Non-Essential Functions
5%	Serves as back-up to the other analysts. Performs 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.

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