DEPARTMENT OF DEVELOPMENTAL SERVICES
PROTECTIVE SERVICES BRANCH
CANYON SPRINGS COMMUNITY FACILITY

DUTY STATEMENT

JOB TITLE: Analyst I **POSITION #:** 472-190-5157-001
NAME:

The Protective Services Branch (PSB) is a Law Enforcement Agency. Applicants shall not be appointed to this position without a background check. A PSB background check includes interviews of employment and personal references, FBI and California DOJ fingerprint clearances, and DMV clearance(s). The selected applicant must complete a notarized waiver for access to their personal records.

POSITION DESCRIPTION: Under the supervision of the Supervising Special Investigator II (SSI II), Captain, Protective Services Branch (PSB), the Analyst I will perform technical, analytical staff services assignments such as preparing reports, analyzing data, and presenting ideas and recommendations on procedures, policies, and program alternatives.

This position requires the incumbent to maintain consistent and regular attendance, communicate effectively, demonstrate initiative, independence, and originality in performing tasks, exemplify responsibility and dependability for completing assignments and functions timely and accurately while maintaining confidentiality as necessary.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Under the supervision of the Captain.

Essential Job Functions:

35% Review, analyze and edit forms, correspondence, memorandums, governmental reports, and various administrative documents to ensure accuracy, consistency, completeness, and compliance with applicable statutes, regulations, policies, and procedures. Research, organize, and compile facts and data to provide recommendations to assist PSB management. Keep management informed when problems are encountered, or assistance is needed. Monitor the progress and completion of assignments including external/internal communications and sensitive issues.

30% Provide administrative support for Records Mangement System (RMS), record management. Maintain and administer various electronic databases,coordinate, prepare, and implement PSB records retention schedule, and maintenance. Monitor, analyze, and facilitate activities related to acting as the custodian of records for PSB with the California Department of Justice (DOJ) Live Scan System. Oversee the management of personnel DOJ Portal and livescan software access. Assist with research and interpretation of DOJ fingerprint service laws, rules, and procedures. Develop and provide user guides, manuals, or procedural lists to provide technical support to users. Direct and coordinate

record purging of documents pursuant to DOJ retention requirements. Additionally, conduct quarterly and annual audits and reports, ensuring compliance with applicable rules and regulations related to law enforcement records management.

15% Support management to monitor expenditures related to department needs; procurement, training, travel, service orders, and contracts. Evaluate purchasing trends and consult with management regarding discrepancies, change in policy, and non-compliance issues. Serve as the liaison between PSB and Accounting office on budget-related issues and reconciling invoices for PSB contracts and service/purchase orders.

15% Retrieve, sort, and distribute incoming mail; perform more complex office duties. Provide analytical, technical, and operational support to Managers and Supervisors of PSB. Maintain spreadsheets, logs, and other tools to track all overtime justification, overtime usage, sick/vacation time usage, FMLA usage, evaluates trends and consults with management regarding discrepancies.

Marginal Job Functions:

5% Function as the PSB timekeeper, setting up and scheduling meetings, interviews, and appointments, both virtual and in-person. Serve as proctor to administer the written psychological exam for CalHR Psychological Screening Program. Other related duties as required in accordance with class specifications.

WORKING CONDITIONS:

Work is performed in an open-spaced partitioned office environment. Requires reviewing and/or preparing documents while using a laptop computer.

DESIRABLE QUALIFICATIONS:

Knowledge of: Computer software programs including Microsoft Office, Outlook, Excel, Word, SharePoint, Teams, Zoom and PowerPoint. Project management and tracking of documents, and calendars. Strong knowledge of records management, process improvement, timekeeping, organizing information, and scheeuling meetings. Experience with reviewing and editing reports, establishing and maintaining project priorities, and standard database and spreadsheet computer-based programs. Experience with use and access to confidential state/federal criminal justice systems computer-based programs.

Ability to: Analyze and interpret applicable laws pertaining to PSB, California Penal Code, Health and Safety Code, Welfare and Institutions Code, Business and Professions Code, Government Code, and the California Code of Regulations. Accurately research and analyze data and recommend an effective course of action. Maintain constant and regular attendance; develop/maintain positive relationships with a variety of personnel within the Department of Developmental Services, as well as outside state and local agencies; and must be able to maintain confidentiality due to the nature of the workload. Possess excellent communication skills, demonstrate initiative, independence, and originality in performing tasks, and exemplify responsibility and dependability for completing assignments and functions timely and accurately while maintaining confidentiality as necessary.

JOB TITLE: Analyst **I** **POSITION #:** 472-190-5157-001

CERTIFICATION OR LICENSE: None

Employee Name (Print)	Employee Signature	Date
Supervisor Name (Print)	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.