STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Business Services Section	Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Analyst II	R01	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-076-5393-709	11/16/2026			

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 independently performing the more difficult, intricate, and complex analytical and technical work in procurement. This position provides analytical assistance and consultative functions relative to complex departmental commodity acquisitions and purchasing issues, including: effectiveness; costs analysis; procurement planning and coordination; and the development of varied and complex bid solicitations. The Analyst II serves the Department's needs in providing the above services to field and Headquarter Division commands, and the Board of Pilot Commissioners for the Purchasing Services Unit/Business Services Section/ Administrative Services Division.

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 Supervisor II or Manager II.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
40%	**Essential Functions** As the Department's senior procurement analyst and liaison with the Department of General Services (DGS) for the purchase of goods and services that exceed our delegated purchasing authority, the Analyst II works independently to develop and/or review detailed and complex commodity specifications for intricate and/or specialized commodities identified by various Office of Primary Interest (OPI) staff. The Analyst II's primary commodities focus includes, but is not limited to: Information Technology (IT) goods and services, including telecommunications equipment and software/ licenses; and non-IT goods, such as police protective and emergency medical goods and equipment, departmental vehicles and aircraft, and canine and equine acquisitions. The Analyst II ensures all procurement activities are consistent with state procurement laws, regulations, policies and guidelines, as well as departmental goals and guidelines, requiring extensive knowledge of: the State Administrative Manual (SAM); the State Contracting Manual (SCM), Volume II, for non-IT goods; SCM, Volume III, for IT acquisitions; and the Statewide Information Manual, Technology Letters, and Memoranda issued by the California Technology Agency. Determines when a statement of work is required and/or provides input regarding required content; analyzes, evaluates and determines the need for a Limit-To-Brand (LTB) or Non-competitive Bid (NCB) justification; provides direction and input; interprets and prepares supporting documentation for all LTB and NCB purchase requests that require management approval. The Analyst II is responsible for determining the optimum acquisitions approach for all IT and non-IT goods and service purchase requests by gathering and analyzing data on complex acquisitions of specialized commodities used by the California Highway Patrol. Conducts commodity and vendor research to compile commodity background and availability information; contacts other governmental and state agencies, supplier community, and program staff to obtain and analyze data; prepares written reports of findings, including alternatives; and recommends a course of action. Drafts and finalizes complex bid documents that include Request for Quote solicitations, Invitation for Bid solicitations, and Request for Proposal documents; analyzes the marketplace for potential compliant bidders; analyzes and evaluates bid proposals through

	effective price analysis techniques and vendor compliance provisions; negotiates and finalizes effective procurement contracts to ensure fair and open competition. Relays guidelines and/or legal opinions provided by the DGS, Procurement Division, to affected departmental staff. Initiates and prepares purchase documents utilizing the statewide Financial Information System of California (FI$Cal) and the Purchasing Services Unit's internal tracking database for commodities and equipment purchases within the Department's delegated purchase authority.
40%	Works with the OPI from the inception of a project through purchase completion. Independently determines appropriate acquisition method(s); estimates time frame to complete the project; reviews and analyzes detailed technical specifications as dictated by the OPI; assists with and/or reviews justification for sole source/brand or emergency purchases; coordinates with control agencies for smooth processing of the purchase; prepares purchase estimate/order via FI$Cal ensuring all pertinent documentation is provided; coordinates meetings with internal/external resources; handles quality control issues; provides problem resolution on all assigned projects. Actively works with departmental allocation programs to ensure purchase documents are coded properly for tracking purposes.
15%	Provides as needed guidance to CHP requisitioners in preparing and submitting requisitions for commodities and equipment purchases in FI$Cal. Develops and leads training related to purchasing topics for departmental staff. May serve as a Subject Matter Expert in a focused purchasing area and provide guidance for policy input.
	Non-Essential Functions
5%	Performs 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

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Business Services Section	Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Analyst I	R01	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-076-5157-709	11/16/2026			

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 and supervision of the Supervisor I, the Analyst I is responsible for performing analytical and technical work in procurement of moderate complexity. This position provides analytical support and consultative services for departmental commodity acquisitions and purchasing issues, including: effectiveness assessments; costs analyses; procurement planning and coordination; and the development of varied bid solicitations. The Analyst I serves as a key resource for the Department, providing procurement expertise and support to field Division offices, Headquarters commands, and the Board of Pilot Commissioners for the Purchasing Services Unit/Business Services Section/Administrative Services Division.

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 Supervisor II or Manager II.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
45%	**Essential Functions** The Analyst I's primary commodities focus includes, but is not limited to: Information Technology (IT) goods and services, including telecommunications equipment and software/licenses; and non-IT goods, such as police protective and emergency medical goods and equipment, departmental vehicles and aircraft, and canine and equine acquisitions. The Analyst I ensures all procurement activities are consistent with state procurement laws, regulations, policies and guidelines, as well as departmental goals and guidelines, requiring extensive knowledge of: the State Administrative Manual (SAM); the State Contracting Manual (SCM), Volume II, Consolidated State Contracting Manual, and the Statewide Information Management Manual issued by the California Department of Technology. Determines when a statement of work is required and/or provides input regarding required content; analyzes, evaluates and determines the need for a Limit-To-Brand (LTB) or Non-Competitive Bid (NCB) justification; provide direction and input; interpret and prepare supporting documentation for all LTB and NCB purchase requests that require management approval. The Analyst I is responsible for determining the optimum acquisitions approach for all IT and non-IT goods and service purchase requests by gathering and analyzing data on complex acquisitions of specialized commodities used by the California Highway Patrol. Conducts commodity and vendor research to compile commodity background and availability information; contacts other governmental and state agencies, supplier community, and program staff to obtain and analyze data; prepares written reports of findings, including alternatives; and recommends a course of action. Drafts and finalizes complex bid documents that include Request for Quote solicitations, Invitation for Bid solicitations, and Request for Proposal documents; analyzes the marketplace for potential compliant bidders; analyzes and evaluates bid proposals through effective price analysis techniques and vendor compliance provisions; negotiates and finalizes effective procurement contracts to ensure fair and open competition. Relays guidelines and/or legal opinions provided by the DGS, Procurement Division, to affected departmental staff. Initiates and prepares purchase documents utilizing the statewide Financial Information System of California (FI$Cal) and

	the Purchasing Services Unit's internal tracking database for commodities and equipment purchases within the Department's delegated purchase authority.
40%	Works with the OPI from the inception of a project through purchase completion. Independently determines appropriate acquisition method(s); estimates time frame to complete the project; reviews and analyzes detailed technical specifications as dictated by the OPI; assists with and/or reviews justification for sole source/brand or emergency purchases; coordinates with control agencies for smooth processing of the purchase; prepares purchase estimate/order via FI$Cal ensuring all pertinent documentation is provided; coordinates meetings with internal/external resources; handles quality control issues; provides problem resolution on all assigned projects. Actively works with departmental allocation programs to ensure purchase documents are coded properly for tracking purposes. Responsible for purchasing complex items from start to finish. The Analyst I works with OPI's and control commands such as the Academy for ammunition and tasers to ensure suitable measures are taken regarding product research, compliance, approvals, pre/post production samples, etc.
10%	Provides as needed guidance to CHP requisitioners in preparing and submitting requisitions for commodities and equipment purchases in FI$Cal.
	Non-Essential Functions
5%	Performs 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