

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE: ADMINISTRATIVE ANALYST - POLICE DEPARTMENT**

**REPORTS TO: POLICE CHIEF**

**TYPE: Non-Exempt, Confidential**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not to reflect all duties performed within the job.*

**POSITION SUMMARY:**

Position provides support to the Police Department and the Police Chief. The Administrative Analyst reviews and processes Police Department reports and forwards reports to District Attorney's Office for prosecution; Liaises with other local and State agencies to ensure reports are forwarded for processing; manages the department petty cash and oversees the Asset Forfeiture funds on behalf of the Police Chief; Maintains the Police Department Personnel, training and medical files.

The Administrative Analyst co-ordinates with Special Investigator to identify and reserve Officer training ensuring compliance with POST guidelines and requirements; Process travel advance requests and forward for processing. Maintain POST Electronic Date Interchange (EDI) to ensure trainings are documented and all reimbursements are requested; Ensures compliance with complex and varied personnel and administrative regulations; Prepares and/or ensures submission of required reports to agencies as needed.

Coordinates with City Human Resources to complete Human Resource functions within the Police Department. Including, but not limited to, Recruitment, Evaluations and Workers Compensation.

**ESSENTIAL FUNCTIONS:**

*Essential functions may include, but are not limited to, the following:*

Answer telephone; use of hands for typing; reading comprehension and writing; giving and receiving oral instructions/information; computer literacy using diverse programs; oral communication with public; visual observation at meetings; ability to work/sit for long hours occasionally; driving motor vehicle.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

*Typical duties may include, but are not limited to, the following:*

- Supervises the records generated by the Fort Bragg Police Department, ensuring accuracy to meet State and Federal requirements.
- Handles the registration of all Sex, Drug, Gang and Arson registrants within the City limits, ensuring all registrations meet the State of California requirements.
- Processes applications, licenses, forms, fingerprints, report requests and other materials

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## **JOB TITLE: Administrative Analyst**

constituting the Department's paper flow and record keeping.

- Maintain Confidential Files in separate locked area of Records rolling files - Personnel Backgrounds, FTO training files, I.A's, Citizen Complaints, Sealed Juvenile Records - purge as required by City Retention Guidelines.
- Respond to inquiries from the public and handle or direct to appropriate staff.
- Complete the process for arriving/departing employees, including creating personnel, training and medical files, ordering departmental ID, and business cards, obtaining gas card, ensuring the completion of initial training and forms completed.
- As Custodian of Records for the Police Department - Access DOJ's Confidential Applicant Agency Justice Connection (AAJC) to obtain Livescan results for potential employees, volunteers, taxi permits, and any subsequent arrest notifications. Submit No Longer Interested when employment terminates.
- Create and submit multiple annual reports to DOJ such as Citizen Complaints, Death in Custody, Annual Custodian of Records Notification and the Attorney General's Law Enforcement Personnel Report.
- Maintain necessary documentation for the DMV Employee Pull Program (EPN). Add and delete employees as necessary.
- Ensure all training is submitted through the POST Training EDI website and that reimbursement requests are submitted. Prepare response to POST Reimbursement Audit by the State Controller and be available for on-site audit of all training files that involve reimbursement.
- Purge General File and Confidential records as required by the City Retention guidelines.
- Ensure compliance with applicable Labor Law and Standards, monitor state and federal law and regulations to ensure the City's policies and practices are in compliance. Revise and update written policies as needed.
- Maintain Police Department Asset Forfeiture accounts ensuring payments are authorized and paid from correct account.
- Present annual Asset Forfeiture report to Finance and Administration Committee.
- Assist with background investigations by providing background packet to candidates and scheduling required appointments.
- Work on special projects and City Council goals as assigned
- Perform other related duties as required.



**MATERIALS, EQUIPMENT AND TOOLS:**

Computer terminal, keyboard, and mouse.

**SPECIAL REQUIREMENTS:**

Possession of a valid Class C or higher California driver's license.

**DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Standards for accounting for financial transactions, budgeting and preparation of financial reports.
- Strong writing, editing and verbal skills for a wide variety of documents, and public communications.
- Computer software applications: Microsoft Office suite, typical bookkeeping/financial programs, social media applications, etc.

**Ability to:**

- Type at least 45 words per minute.
- Understand, interpret, and apply various Federal, State, and local laws and regulations for municipal purposes.
- Perform responsible and difficult administrative work with accuracy, speed and initiative.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action in collaboration with management staff.
- Manage multiple priorities and have excellent organizational skills. Primarily work independently in a busy and stressful environment.
- Develop and implement new procedures, records, reports and forms to meet changing needs.
- Maintain a friendly and pleasant attitude and deal tactfully, politely and effectively with the Council members, senior staff, employees, retirees and the public.
- Establish and maintain effective and cooperative working relationships with department heads and supervisors, co-workers and the public.
- Organize work and priorities to meet deadlines in a very fluid work environment.
- Compose and prepare correspondence, Requests for Proposals (RFPs), contracts and other written work products.

**MINIMUM EDUCATION/ EXPERIENCE:**

- Bachelor's Degree from an accredited college or university, with major course work in accounting, business or public administration, or a closely related field desired; or
- Four (4) years of progressively responsible related experience.
- Exceptional directly related experience may be considered in lieu of educational requirements.

**PHYSICAL REQUIREMENTS:**

Constant sitting in a chair, keyboarding and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving motor vehicle, climbing flights of stairs.

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualifying individuals who require and request such accommodations, due to a qualifying disability.*

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