

**CHAPTER 33**  
**STATE'S PERSONNEL CLASSIFICATION PLAN**  
**REVISED APRIL 2017**  
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## CHAPTER 33

### STATE'S PERSONNEL CLASSIFICATION PLAN

1. GENERAL. This chapter explains basic classification concepts and procedures for allocating positions and requesting position reclassification. The state's Personnel Classification Plan provides a uniform structure for the allocation review, examination process, and compensation plan of its positions. Each position is allocated to a classification based on duties and responsibilities which are formally documented in a classification specification. Therefore, the effectiveness of the plan relies on current and accurate descriptions of the duties, responsibilities, and qualifications of the classifications.
  
2. AUTHORITY. Government Code Section 19818.6 authorizes the California Department of Human Resources (CalHR) to administer the Personnel Classification Plan, including the allocation of every position to the appropriate classification in the classification plan.
  
3. DELEGATION PROGRAM. As a result of the 2014-2015 CalHR Delegation Project, the Department signed delegation agreements, effective March 1, 2015, to be renewed annually, delegating authority to the Department in the following program areas: Career Executive Assignments, exceptional allocations, and unlawful appointment investigations. Under the agreements, CalHR will assume a more consultative role and will monitor and audit these programs through monthly departmental reporting.
  
4. UNIFORMED POSITION ALLOCATIONS. Uniformed personnel are allocated throughout the state in order to assist the Department in achieving its mission. Due to the complexity and diverse nature of the state and the unpredictability of future demands for service, the Department must allocate personnel based on a wide variety of circumstances and factors.
  - a. Approving Authority. The Commissioner has final approval for all uniformed position allocations and must consider the needs of the Department as a whole.
  
  - b. Coordinating Uniformed Position Allocations. Human Resources Section (HRS), in conjunction with the appropriate Commissioner, will coordinate with Divisions on all anticipated uniformed position allocations.

c. Workload Assessment. The Department should consider the following factors when conducting a workload assessment to determine uniformed position allocations:

- (1) Critical staffing levels. (The number of personnel needed to maintain 24-hour service; must consider anticipated transfers, promotions, separations, injuries, and anticipated use of leave credits.)
- (2) Fatal, injury, and property damage collisions. (Mileage Death Rate, Program 10 statistics, Statewide Integrated Traffic Records System, and Accident Information System.)
- (3) Primary Collision Factors and Occupant Restraint Enforcement. (Program 10 statistics.)
- (4) High number of calls for service.
- (5) Vehicle theft.
- (6) Commercial vehicle traffic.
- (7) Homeland Security, Safety Services Program duties, and related calls for service.
- (8) Allied agency assistance.
- (9) Community growth and development. (Anticipated population and traffic changes, and census information.)
- (10) Registered vehicles and licensed drivers.
- (11) Geography.
- (12) Weather patterns and natural disasters. (Anticipated seasonal changes and resulting issues.)
- (13) Long-term construction projects.
- (14) Patrol time. (Less time spent on patrol in comparison to time spent on all other activities, and Program 10 statistics.)
- (15) Participation in task forces.

NOTE: This list may not be all inclusive in determining allocations. Therefore, any additional factors shall be documented on the allocation request. Also, although there may be specific factors indicating a need for additional

personnel at a location, some facilities may be at infrastructure maximum and unable to support the additional personnel at the time of request. Regardless, all locations are responsible for maintaining critical staffing levels to ensure 24-hour service throughout the state.

d. Documentation. Documentation for all uniformed position allocations shall be maintained for a minimum of three years.

(1) The Assistant Commissioner, Field, shall maintain a file of all the uniformed position allocations made throughout the state.

(2) The Division shall maintain documentation which supports each request for a uniformed position allocation (e.g., critical staffing need, Program 10 statistics, and census information). All documentation shall be made readily available for review by the appropriate Commissioner.

5. ANNUAL REVIEW OF ADMINISTRATIVE/SPECIALIZED UNIFORMED ASSIGNMENTS. Each Division and headquarters command shall conduct an annual review of all administrative uniformed assignments for the purpose of determining if each position is appropriately allocated. Furthermore, this will assist the Department in determining if all uniformed personnel are appropriately allocated throughout the state.

a. For the purpose of the annual review, “specialized assignments” shall be all administrative uniformed assignments, at the rank of lieutenant and below, within Division and headquarters commands. This excludes lieutenant commander assignments.

b. The annual review shall be completed and submitted for review through channels to HRS, Personnel Transactions Unit (PTU), Uniformed Transfers (UT), by March 1 of each year.

(1) The annual review shall be documented on a spreadsheet that can be found on the HRS Web page. Refer to Annex F for a sample spreadsheet.

(2) The annual review shall include:

(a) The evaluation of the initial problem or condition that required implementation of each administrative uniformed assignment.

(b) A recommendation for each administrative uniformed position as to whether or not it should be continued or terminated.

c. All documentation shall be maintained by HRS, PTU, UT, and all Division and headquarters commands for a minimum of three years.

6. GUIDELINES FOR POSITION ACTION REQUEST. The guidelines provided below shall apply when submitting a request for position action for all nonuniformed positions and administrative uniformed positions. Refer to General Order 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees, regarding what constitutes an administrative uniformed position. The documentation shall include:

a. CHP 127, Request for Position Action. The CHP 127 is used to document a request to refill a position, establish a new position, transfer a position from one command to another, reclassify a position, and request the hire of a retired annuitant or student assistant. (Refer to Chapter 2, Nonuniformed Hiring and Appointments, of this manual for procedures outlining the CHP 127 process.) All CHP 127s require approval from the appropriate Commissioner for both nonuniformed positions and administrative uniformed positions (excluding the refill of Public Safety Dispatcher and Public Safety Operator positions). Duty statements and organization charts do not always provide sufficient information to support a request. Therefore, a justification shall be attached to or included on the CHP 127, and should include, but is not limited to, the following:

- (1) For a request to reclassify a position, an explanation why the present classification is inappropriate and why the proposed classification is more appropriate.
- (2) For a request to transfer a position, an explanation why the transfer is necessary.
- (3) For a request to hire a retired annuitant or student assistant, an explanation why the existing staff cannot perform the proposed duties.
- (4) For changes in organization, programs, or duties to be performed, an explanation regarding what has changed and why.

b. CHP 129/129P, Duty Statement.

- (1) The CHP 129 is used to identify the duties assigned to each nonuniformed position and administrative uniformed position. Refer to Annex B for guidelines on how to prepare a duty statement, and to Annex C for a sample CHP 129.
- (2) The CHP 129P is used to identify the duties assigned to each Public Safety Operator, Public Safety Dispatcher, Public Safety Dispatch Supervisor I, and Public Safety Dispatch Supervisor II position. Refer to Annex B for guidelines on how to prepare a duty statement, and to Annex D for a sample CHP 129P.
- (3) The CHP 129/129P shall be completed and submitted, as a PDF file, as part of all CHP 127 packages.

(4) The CHP 129/129P shall contain the following elements:

(a) The position's assigned work location, civil service classification title, bargaining unit, time base, confidential designation, position number, current date, and conflict of interest designation.

(b) A short narrative no more than two or three sentences describing the position's basic function in general terms, the position's supervisory relationships, and any special physical requirements or working conditions.

(c) A complete, up-to-date, and accurate list of the duties assigned to the position described in specific language. Abbreviations and acronyms shall be spelled out initially. Obscure or vague expressions or terms, such as process, analyze, coordinate, or monitor, shall be either avoided or explained.

(d) The list of duties assigned to the position must contain the essential functions. Essential functions are those duties that the incumbent must be able to perform with or without reasonable accommodations. The position's duty statement must reflect the actual duties performed and must designate which of those are essential. Refer to Annex A for guidelines on conducting a position analysis to identify the essential functions of a position.

(e) The time spent performing each duty shall be indicated by percentage in descending order. For example, the duty that indicates the highest percentage of time to perform is listed first, and the duty that indicates the least percentage of time is listed last.

NOTE: The CHP 129/129P shall be completed and attached to the STD. 910, Essential Functions Health Questionnaire, when a new STD. 910 document is required under the conditions outlined in Chapter 2 of this manual.

c. Organization Chart. The organization chart shall depict the Department's name and command location at the top of the chart, civil service classification titles, position numbers, employee names (first and last), and clearly defined supervisory/subordinate reporting relationships of all positions. If commands are unable to present all required information on one page, additional pages may be attached to the organization chart. The position(s) to be refilled, newly established, transferred, or reclassified should be identified on the organization chart by an asterisk. If the organization structure has changed since last approved by Selection Standards and Examinations Section (SSES), current and proposed

charts are required. Organization charts must be dated, approved, and signed by the commander or designee. Refer to Annex E for a sample organization chart.

(1) The California Highway Patrol is required to submit a complete set of organization charts annually to CalHR. All commands shall complete and submit a current organization chart to SSES by November 15 of each year.

(2) The organization chart must be dated, approved, and signed by the commander or designee. Electronic submissions are acceptable if a signature is included.

## ANNEX A

### POSITION ANALYSIS

The purpose of conducting a position analysis is to identify the essential functions of a position. The information collected shall be used in developing duty statements, advertising the position when vacant, and analyzing requests for reasonable accommodation. Under the Americans with Disabilities Act, duty statements may be used as legal evidence of the essential functions of a job.

To provide a systematic method for determining the essential functions of a position, the following information shall be collected:

1. What is the primary purpose of the position?
2. What are all the required job duties? Please list in rank order of importance toward achieving the primary purpose of the position.
  - a. How frequently is each job duty performed?
  - b. What percentage of time is devoted to each job duty?
  - c. What are the physical requirements necessary to perform each job duty? Abilities and skills? (Lifting, standing, reaching, bending, other manual skills, etc.)
  - d. What are the mental requirements necessary to perform each job duty? Knowledge and abilities? (Relate well with people, tolerate stress, etc.)
  - e. What would the consequence be if the job duty were eliminated from the position?
3. Are there any specific methods, procedures, or techniques that must be used to perform the job satisfactorily? If so, identify. Are there alternatives? If so, identify.
4. Are any specific tools or equipment required to perform any of the job duties? If so, identify.
5. Are there any production standards that must be met? (Typing speed, etc.) If so, identify.
6. Describe the level of supervision received, supervision exercised, and the consequence of error.
7. Describe how stressful the position is and why. (Frequent deadlines to meet, irregular work hours, hazardous duties, etc.)

## ANNEX A

### POSITION ANALYSIS (*continued*)

8. What are the environmental conditions in the workplace? Consider:
  - a. Is work indoors or outdoors?
  - b. Is the environment hot, cold, humid, etc.?
  - c. Is the workplace poorly lit, noisy, etc.?
  - d. Is the workplace dusty?
  - e. Is the workplace poorly ventilated?
9. Is the job accessible? Consider:
  - a. Work area: Office space, desk height, aisle width, etc.
  - b. Building: Entrances, elevators, restrooms, cafeteria, lounges, etc.

From the information above, identify the essential functions of the position the incumbent must be able to perform with or without reasonable accommodation.

## ANNEX B

### GUIDELINES FOR PREPARING A CHP 129/129P, DUTY STATEMENT

The CHP 129/129P, Duty Statement, is used to identify the duties that are assigned to a specific position, and must be written in clear and concise language. The position must contain duties that fall within the broad scope of the classification specification. It is management's responsibility to assign the duties to the position and to ensure the duties are appropriate for the classification.

#### Essential Elements of the CHP 129/129P

General. The duty statement shall include the position's assigned work location, civil service classification title, bargaining unit, time base, confidential designation, position number, current date, and conflict of interest designation.

Function of the Position. The function of the position should be a short narrative, no more than two or three sentences. The narrative should briefly summarize the main purpose of the position. It should include the position's supervisory relationships, and indicate any special physical requirements or working conditions.

Duties. A complete and up-to-date description of the duties assigned to the position shall be written in clear, concise language. Abbreviations and acronyms shall be spelled out initially. The duties shall be compatible with labor agreements. For example, the duty statement of a represented employee such as Office Technician should not read, "supervises three office assistants." Identify the essential functions of the position. Essential functions are those duties the incumbent must be able to perform with or without reasonable accommodations. Refer to Annex A for guidelines on conducting a position analysis to identify the essential functions of a position.

The description of duties shall include the following:

- What duty is being performed? Provide enough detail to explain what is being done.
- Why is the duty being performed? What is the objective or purpose of the duty? What systemic goal is being achieved?
- Where/when is the duty to be performed? Include this information if it is relevant to the working conditions of the job.
- If the duties of the position require a wide variety of public contacts, the type of contacts, classification, or organization level of individuals contacted, and the purpose of the contacts should be explained.

## ANNEX B

### GUIDELINES FOR PREPARING A CHP 129/129P, DUTY STATEMENT (*continued*)

- Avoid the use of obscure and vague expressions or conclusions about the difficulty of work. Use of the following terms must be defined:

**Complex** - What factors make the duties complex? Is it the sensitivity of the project or assignment? Is it the level of independence, or is the critical nature of the assignments related to budget, revenue, number of clients, impact, etc.?

**Process** - What is meant by processing? What does the position do with the document or item?

**Coordinate** - What/who is the position coordinating? What will the position's involvement be and on whose behalf is the position coordinating the duty?

**Monitor** - What is meant by monitoring? What level or type of review occurs? What does the position do with the results of the monitoring?

**Analyze** - What does the position analyze? Does the analysis involve separating an idea, procedure, or legislation into parts and then looking at how the parts relate to each other? What does the position do with the analysis? Is there a report, issue paper, law, rule, or procedure resulting from the analysis? (This term should not be used in clerical duty statements or to describe clerical work.)

Group Similar Duties Together. The duties shall be grouped or clustered in related categories.

Percentage of Time. Each duty, or group of duties, shall have an associated percentage of time identified to define the amount of time spent accomplishing that task. This important element is significant when determining appropriate allocation of a position. The duties shall be listed in descending order based on the percentage of time spent. Percentages must equal 100 percent even if the position is less than full time.

Signatures. The supervisor will discuss the duty statement with the employee and provide a copy to the employee. The supervisor and employee shall print, sign, and date the CHP 129/129P. This will ensure the employee understands the duties they will be expected to perform.

# ANNEX C

## SAMPLE CHP 129, DUTY STATEMENT

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL <b>DUTY STATEMENT</b> CHP 129 (Rev. 7-13) OPI 097				CURRENT <input type="checkbox"/>
COMMAND/ORGANIZATIONAL UNIT Sea Port Area/Clerical Unit		DIVISION Pacific Coast		
CIVIL SERVICE CLASSIFICATION Office Assistant (Typing)		BARGAINING UNIT R04	TIME BASE Full Time	CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
POSITION NUMBER 388-945-1379-001		CURRENT DATE 07/01/2016		
DESIGNATED POSITION FOR CONFLICT OF INTEREST (Refer to the HPM 10.3, Chapter 16.) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		FOR HUMAN RESOURCES USE ONLY		
		REVIEWED BY		DATE
FUNCTION OF POSITION: Briefly describe the position's basic function in general terms, including degree of supervisor received. Under the general supervision of an Office Services Supervisor I (Typing), perform as section receptionist and provide general office clerical support to the section.				
PERCENTAGE OF TIME PERFORMING DUTIES (in descending order)	LIST THE ACTUAL DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION, GROUPING RELATED TASKS UNDER THE SAME PERCENTAGE. * INDICATE ESSENTIAL AND NONESSENTIAL FUNCTIONS.			
SORT	Essential Functions			
55%	Answer the phone for 25 professional staff, take messages, transfer calls to persons in and outside of the section; greet visitors, manually enter the date and time of arrival and departure and the name of the person they are visiting into the log and assign and reclaim visitor passes; manually record on a daily log staff absences from work and expected date or hour of the return to provide information to callers or visitors regarding their availability. This assignment requires the physical ability to answer phones using either a handset or headset.			
35%	Using a personal computer, type memorandums, letters, and issue papers in rough draft and in final from handwritten and typed rough drafts; determine the appropriate format, punctuation, sentence structure and spelling; identify word usage questions and clarify the intended use with the originator.			
7%	Order office supplies weekly by manually completing the supply order request form and sending it to Business Services Section; as determined appropriate by the supervisor, ensure an adequate level of supplies is always on hand and available for staff use by weekly checking the inventory and ordering those which are getting close to the minimum levels; notify the supervisor of backorders or other problems with obtaining supplies, and put supplies away on storage shelves. This assignment requires the physical ability to bend, stretch, and lift supplies weighing less than 10 pounds.			
	ADD ANOTHER DUTY			
3%	Non-Essential Functions			
	Other job-related duties as required.			
	ADD ANOTHER DUTY			
TOTAL 100%	* Essential functions are those tasks the employee must be able to perform with or without reasonable accommodation.			
SUPERVISOR'S STATEMENT: I have discussed the duties of the position with the employee.				
PRINT SUPERVISOR'S NAME Karen Mooney		SUPERVISOR'S SIGNATURE		DATE
EMPLOYEE STATEMENT: I have discussed the duties of the position with my supervisor and have received a copy of the duty statement.				
PRINT EMPLOYEE'S NAME Kim Rad		EMPLOYEE'S SIGNATURE		DATE
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## ANNEX D

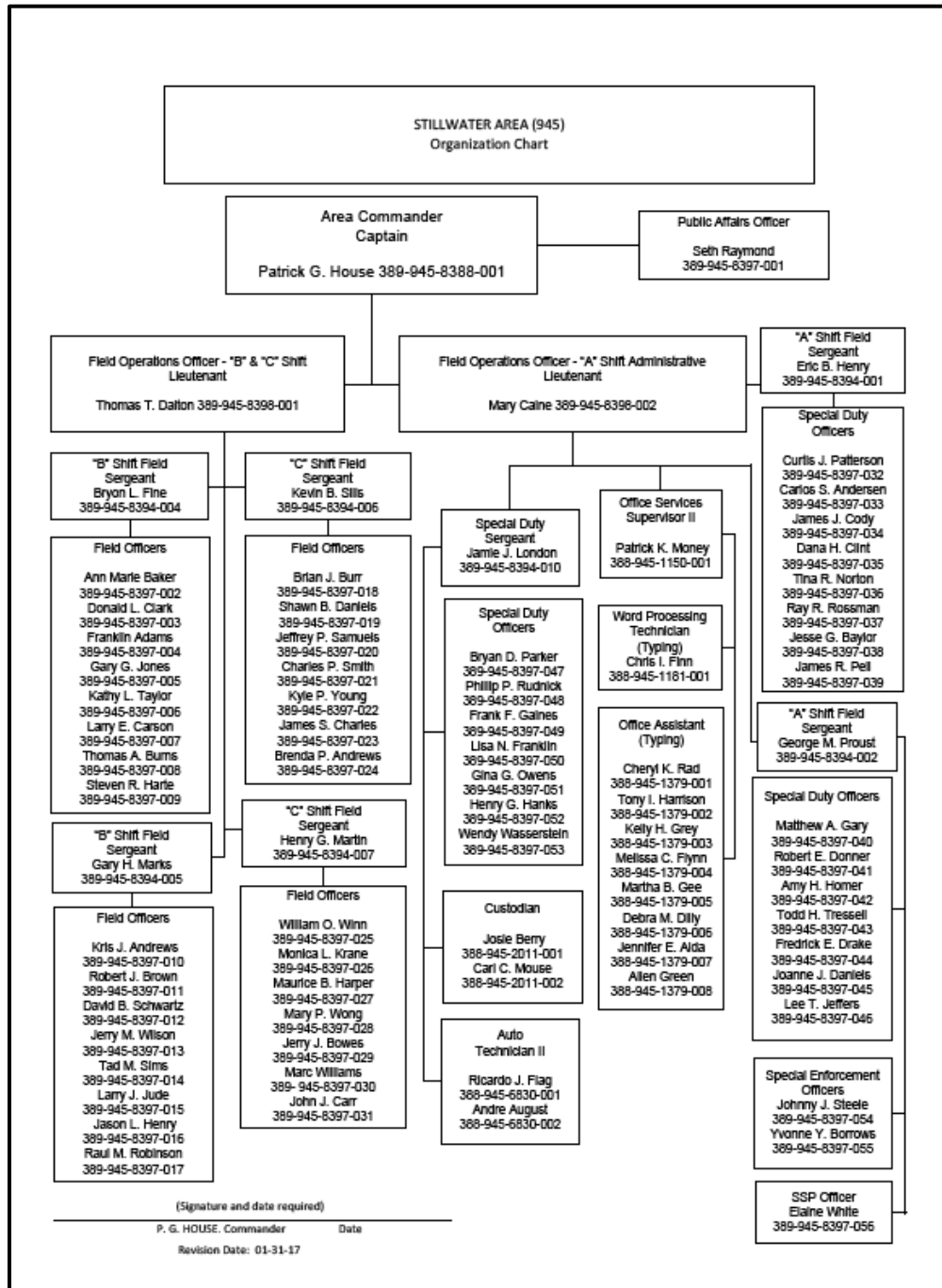
### SAMPLE CHP 129P, DUTY STATEMENT

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL			
<b>DUTY STATEMENT</b>			<b>CURRENT</b> <input type="checkbox"/>
CHP 129P (New 2-14) OPI 097			
<b>COMMAND/ORGANIZATIONAL UNIT</b> Sea Port Communications Center		<b>DIVISION</b> Pacific Coast	
<b>CIVIL SERVICE CLASSIFICATION</b> Public Safety Dispatcher		<b>BARGAINING UNIT</b> R07	<b>TIME BASE</b> Full Time
<b>POSITION NUMBER</b> 388-945-1663-001		<b>CONFIDENTIAL DESIGNATION</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<b>DESIGNATED POSITION FOR CONFLICT OF INTEREST</b> (Refer to the HPM 10.3, Chapter 16.)		<b>CURRENT DATE</b> 07/01/2016	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>FOR HUMAN RESOURCES USE ONLY</b>	
		<b>REVIEWED BY</b>	<b>DATE</b>
<p><b>FUNCTION OF POSITION:</b> Briefly describe the position's basic function in general terms, including degree of supervision received. Under the direction of the Public Safety Dispatch Supervisor I, the Public Safety Dispatcher performs a variety of dispatching and services desk duties.</p> <p><b>Special Personal Characteristics:</b> Consistently reports to work on time with a minimum of absences; willingness to work nights, weekends, holidays, overtime, and at unusual hours is required; has emotional stability and even temperament; willingness and initiative to take independent action; performs tasks accurately; positive attitude; adapts to shifting demands of the job; performs effectively under stress and time pressure; tolerates a confined work space with sitting and/or standing for prolonged periods; shows interest in serving the public; shows respect and consideration for others; maintains confidentiality of information; works productively without supervision; dependable; mature; self-motivated; and a team player.</p>			
<p><b>PERCENTAGE OF TIME PERFORMING DUTIES</b> (In descending order)</p> <p><b>LIST THE ACTUAL DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION, GROUPING RELATED TASKS UNDER THE SAME PERCENTAGE.</b> * INDICATE ESSENTIAL AND NONESSENTIAL FUNCTIONS.</p>			
<b>PERCENTAGE</b>	<b>ESSENTIAL</b>		
40%	<input checked="" type="checkbox"/>	<p><b>Essential Functions</b></p> <p>Operates voice radio in accordance with rules and regulations promulgated by the Federal Communications Commission and the California Highway Patrol (CHP). Relays all points bulletins to all mobile units. Receives and documents verbal messages/requests from field units and takes appropriate action to fulfill those requests. Coordinates pursuits and high risk incidents with allied agencies. Uses multiple computer screens and keyboards to document and record pertinent information into the Computer Aided Dispatch system as radio transmissions are received or made.</p>	
30%	<input type="checkbox"/>	<p>Performs service desk back-up for the radio dispatcher which includes making or answering telephone calls to various service providers and providing telephone service for the following: 911 emergency mobile telephone calls, calls from allied agencies, call box calls, media calls, calls from the general public, and calls from CHP personnel.</p>	
20%	<input type="checkbox"/>	<p>Makes entries and inquiries into the California Law Enforcement Telecommunications System as requested/required, and communicates responses to the mobile unit making the inquiry in accordance with departmental policy as it relates to confidentiality of information. Enters information regarding incarcerations, storage of vehicles, injuries and fatal traffic accidents on appropriate forms or into the CHP 144, Incarcerated-Injured-Vehicle Report locator system. Sends Management Information System messages and Amber Alerts.</p>	
5%	<input type="checkbox"/>	<p>Provides on-the-job training for newly hired employees.</p>	
<p>Page 1 of 2 <span style="float: right;">Destroy Previous Editions <span style="margin-left: 100px;">Chp129P_0116.pdf</span></span></p>			



# ANNEX E

## SAMPLE ORGANIZATION CHART



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# ANNEX F

## SAMPLE SPECIALIZED ASSIGNMENTS SPREADSHEET

Specialized Assignments CALEA Standard 16.2.1

Updated: 8/1/2014  
Completed by: Pacific Coast Division  
Lt. Mary Caine

\* Refer to note in top right corner of each heading below for description as to what shall be included in each field.

Assignment	Purpose	Initial Condition	Position Justification	Approved/Disapproved
Lieutenant, Administrative Assistant (1)	Provides administrative support to a Division chief and two Division assistant chiefs. Provides management and supervision of the Administrative Support Unit, Clerical, Analyst, and Special Projects Unit.	Responsible for the operation and delegation of administrative duties at the Division office.	Continued need for program oversight.	Approved
Sergeant, Administrative Support Unit (1)	First line supervision of the administrative support officers.	Provide constant supervision to field support.	Continued need for program oversight.	Approved
Officers, Administrative Support (8)	Organizes training, injury/illness prevention, complaints, adverse action, internal investigations, computer/LAN issues, and facility repair and maintenance.	Provide constant support to field offices.	Continued need to monitor and support field operations.	Approved
Lieutenant, Special Operations (1)	Direct supervision to the Investigative Services Unit, Air Operations, Commercial Unit, and Special Operations Unit.	Responsible for the operation and administration of various task force and air operations related activities.	Continued need for program oversight.	Approved
Sergeant, Investigative Services Unit (1)	First line supervision of vehicle theft investigators and salvage vehicle program.	Oversee vehicle theft investigations and other felony investigations pertaining to departmental responsibilities.	Continued need for program oversight.	Approved
Officer, Vehicle Theft Investigator (7)	Vehicle theft investigations and prevention.	Public economic loss as a result of vehicle theft.	Continued economic loss as a result of vehicle theft; requests for allied agencies to assist and conduct investigations; need for additional training to law enforcement personnel.	Approved
Officer, Salvage Vehicle Identification Program (2)	Verify/identify vehicles deemed as salvaged.	Public economic loss as a result of vehicle theft.	Continued economic loss as a result of vehicle theft.	Approved
Sergeant, Air Operations (2)	First line supervision of the Pilots and Flight Officers.	First line supervision of Air Operations Unit.	Continued need for program oversight.	Approved
Officer, Helicopter Pilot (5) Officer, Fixed Wing Pilot (3)	Pilot departmental aircraft on missions pertaining to departmental responsibilities and allied agency assistance.	Constant need for assistance with search and rescue, allied agency assistance, aerial photography and apprehension of pursued suspects.	Continued need for field support.	Approved

ANNEX F

SAMPLE SPECIALIZED ASSIGNMENTS SPREADSHEET (continued)

Assignment	Purpose	Initial Condition	Position Justification	Approved/Disapproved
Officer, Helicopter Flight Officer (4)	Paramedic duties for search and rescue and assist pilot with patrol, and criminal apprehension duties.	Need for emergency medical services during search and rescue.	Continued need for field support.	Approved
Officer, Fixed Wing Flight Officer (3)	Speed enforcement and assist the pilot with patrol and criminal apprehension duties.	Need for pilot assistance with speed enforcement, search and rescue, suspect tracking and aerial photography.	Continued need for field support.	Approved
Sergeant, Investigative Services Unit (1)	First line supervision of the investigators.	Need for organization and oversight autotheft task force operations.	Continued need for program oversight.	Approved
Officer, Vehicle Theft Investigator (10)	Vehicle theft investigations, prevention, intelligence development.	Public economic loss as a result of vehicle theft.	Continued economic loss as a result of vehicle theft; requests for allied agencies to assist and conduct investigations; need for additional training to law enforcement personnel.	Approved
Sergeant, Multidisciplinary Accident Investigation Team - MAIT (1)	First line supervision of the investigators.	Need for organization and oversight of the major accident investigations.	Continued need for program oversight.	Approved
Officer, Multidisciplinary Accident Investigation Team - MAIT (3)	Conduct complex collision and critical incident investigations. Provide assistance to California Highway Patrol Area and allied agencies.	Need for advanced collision reconstruction and investigation.	Continued need for major accident collision investigation.	Approved
Sergeant, Applicant Investigation (1)	First line supervision of the investigators and recruiters.	Need for oversight of recruitment/background unit.	Continued need for program oversight.	Approved
Officer, Applicant Investigator (5)	Applicant background investigation for all Department personnel.	Constant need for applicant background investigations for both civilian and peace officer positions.	Continued need for background investigations.	Approved
Sergeant, Commercial Unit (2)	First line supervision of the commercial officers.	Need for oversight of both north and south commercial sectors.	Continued need for program oversight.	Approved
Officer, Mobile Road Enforcement (12)	Enforcing those laws and regulations which are applicable to commercial vehicles, including equipment, size, weight, loading, and driver hours of service.	Need for safe operation of commercial vehicles.	Continued need for commercial vehicle enforcement and inspection.	Approved
Officer, Freeway Service Patrol (FSP)/School Bus/Rotational Tow Coordinator (1)	Organization of the FSP program, tow truck inspection and school bus inspection oversight.	Need for organization of FSP program, school bus certification and tow inspections.	Continued need for program oversight.	Approved