



City of Pacific Grove – Volunteer Program  
300 Forest Avenue  
Pacific Grove, CA 93950

## VOLUNTEER JOB DESCRIPTION: Cost Recovery Analyst

<b>Department/Location</b>	Police
<b>Purpose</b>	Analyze and discover certain cost recovery opportunities <i>Note: Per California Government Code, Cities and their Police Departments may recover certain costs incurred during law enforcement actions.</i>
<b>Duties</b>	<ol style="list-style-type: none"><li>1. Analysis and profiling of certain costs incurred during law enforcement actions to determine recovery opportunities</li><li>2. Preparation of informational report(s)</li></ol>
<b>Qualifications/Skills</b>	<ol style="list-style-type: none"><li>1. Significant (2-3 years) experience in financial analysis and reporting</li><li>2. Auditing experience a plus</li><li>3. Familiarity and competency with spreadsheets</li><li>4. Excellent communication, analytical and report writing skills</li><li>5. Willingness and ability to undergo and pass a background check and Department of Justice clearance due to likelihood of working with restricted information</li></ol>
<b>Length of Assignment</b>	Minimum of six (6) months
<b>Time Commitment</b>	Minimum of four (4) hours per week
<b>Supervisor</b>	Chief of Police

To apply for this volunteer position, please contact:  
Lorrie Sizemore, Volunteer Program Coordinator  
300 Forest Avenue  
Pacific Grove, CA 93950  
831-648-3109  
pgvolunteers@ci.pg.ca.us  
Or by visiting our website at [www.ci.pg.ca.us/volunteer.htm](http://www.ci.pg.ca.us/volunteer.htm)