

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Associate Governmental Program Analyst	<i>Communications Analyst</i>
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	283-401-5393-721
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Communications	Anna Champe
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Policy Implementation and Administrative Support Branch	Staff Services Manager I
BRANCH:	REVISION DATE:
California Workforce Development Board	10/12/2021
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under direction, the Associate Governmental Program Analyst (AGPA) supports the Staff Services Manager I and the California Workforce Development Board (CWDB) programs to carry out the more complex CWDB communication efforts. The incumbent coordinates with policy makers, Board members, the public, and various branches within EDD and the Department of Technology to maintain a smooth flow of information. The AGPA prepares and disseminates information through appropriate channels, which includes maintaining the CWDB website and various electronic communication outlets, researching and writing department policies and procedures, reviewing and copy editing documents produced by the department, and remediating public facing documents to ensure ADA compliance.	
Percentage of Duties	Essential Functions
40%	Researches, develops, and writes policies and procedures on a wide variety of topics which include; writing guidelines, document accessibility standards, human resources policies and procedures, procurement processes, budget processes, and grant management and approval processes.

	<p>Assists in the development and review of policies and proceedrues which are being written by other staff members.</p> <p>Researches a wide variety of inquiries form staff and management and disseminated up to date best practices to all CWDB staff.</p> <p>20% Reviews public-facing CWDB documents to ensure accessibility compliance. This material includes, but is not limited to Directives, Information Notices, Memorandums, Meeting Agendas, Policy Briefs, Board Meeting packages, and other correspondence which is public-facing.</p> <p>Remediates all non-accessible public-facing CWDB documents created using Microsoft Office products, and pdf file formats. Remediates non-accessible public-facing forms, applications, tables, charts, photographs, audio, and video media.</p> <p>20% Provides analysis, independently develops tools and resources for communicating all CWDB activities, policies, initiatives, and programs.</p> <p>Plans, writes, edits and prepares informational material for multiple audiences including policy makers, Board members, the public, workforce, and the training provider community.</p> <p>Ensures developed work products accurately reflect the concerns and attitudes of the CWDB’s programs, services and policies.</p> <p>Coordinates with the EDD Information Technology Branch and the California Technology Agency to disseminate informational material through the CWDB’s website and other appropriate channels. Edits and maintains content for the CWDB’s website.</p> <p>15% Developes and analyzes proactive strategies to inform various audiences about the CWDB programs and services. Assists in developing and maintaining a marketing and branding strategy for all CWDB initiatives. Explores social media outlets to disseminate information regarding CWDB initiatives.</p> <p>Provides writing, editing, and advisory service to the CWDB staff on all published materials including reports to the legislature and the federal government. Develops presentation materials and creates documents related to CWDB initiatives.</p> <p>Collects, evaluates, and distributes information from outside sources to the CWDB staff and local board directors and stakeholders.</p> <p>Updates media lists and contacts, and assists with various communication outreach efforts.</p>
Percentage of Duties	Marginal Functions
5%	Other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%

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Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist	
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist	
Other: <i>Click here to enter text.</i>		
Type of Environment: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:		
Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
N/A		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:	Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:	Date:	
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, STD-625 on file.	PMG Analyst Initials	Date Approved
	hcc	1/25/2022
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

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- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

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Staff Services Analyst	<i>Communications Analyst</i>
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	283-401-5157-721
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Communications	Anna Champe
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Policy Implementation and Administrative Support Branch	Staff Services Manager I
BRANCH:	REVISION DATE:
California Workforce Development Board	1/24/2022
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Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
None	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
<p>Under supervision, the Staff Services Analyst (SSA) supports the Staff Services Manager I and the California Workforce Development Board (CWDB) programs to carry out the less complex CWDB communication efforts. The incumbent coordinates with policy makers, Board members, the public, and various branches within EDD and the Department of Technology to maintain a smooth flow of information. The SSA assists to prepare and disseminate information through appropriate channels, which includes maintaining the CWDB website and various electronic communication outlets, researching and writing department policies and procedures, reviewing and copy editing documents produced by the department, and remediating public facing documents to ensure ADA compliance.</p>	

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Percentage of Duties	Essential Functions
35%	<p>Assists in the research, development, and writing of policies and procedures on a wide variety of topics which include; writing guidelines, document accessibility standards, human resources policies and procedures, procurement processes, budget processes, and grant management and approval processes.</p> <p>Assists in the development and review of policies and procedures which are being written by other staff members.</p> <p>Supports the research of a wide variety of inquiries from staff and management and disseminated up to date best practices to all CWDB staff.</p>
25%	<p>Provides support to review public-facing CWDB documents to ensure accessibility compliance. This material includes, but is not limited to Directives, Information Notices, Memorandums, Meeting Agendas, Policy Briefs, Board Meeting packages, and other correspondence which is public-facing.</p> <p>Remediates all non-accessible public-facing CWDB documents created using Microsoft Office products, and pdf file formats. Remediates non-accessible public-facing forms, applications, tables, charts, photographs, audio, and video media.</p>
20%	<p>Provides analysis, assists the unit to develop tools and resources for communicating all CWDB activities, policies, initiatives, and programs.</p> <p>Supports the process to plan, write, edit and prepare informational material for multiple audiences including policy makers, Board members, the public, workforce, and the training provider community.</p> <p>Ensures developed work products accurately reflect the concerns and attitudes of the CWDB's programs, services and policies.</p> <p>Coordinates with the EDD Information Technology Branch and the California Technology Agency to disseminate informational material through the CWDB's website and other appropriate channels. Edits and maintains content for the CWDB's website.</p>
15%	<p>Supports the SSM I to develop and analyze proactive strategies to inform various audiences about the CWDB programs and services. Assists in developing and maintaining a marketing and branding strategy for all CWDB initiatives. Explores social media outlets to disseminate information regarding CWDB initiatives.</p> <p>Provides writing, editing, and advisory service to the CWDB staff on all published materials including reports to the legislature and the federal government. Provides support to develop presentation materials and creates documents related to CWDB initiatives.</p> <p>Collects, evaluates, and distributes information from outside sources to the CWDB staff and local board directors and stakeholders.</p> <p>Updates media lists and contacts, and assists with various communication outreach efforts.</p>

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5%	Other duties as assigned.	
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Employee's Name:		
Employee's Signature:	Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:	Date:	
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