

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-120-5393-797</b>
Classification: Staff Services Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Professional Development Analyst	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Strategic Talent Management & Development Branch/Workforce Development Section/Professional Development Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

### **Competencies**

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### **Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by overseeing the Department's plans and strategies as it relates to professional development. The Staff Services Analyst (SSA) performs work of average difficulty related to expanding the Department's training program and determining professional development training platforms and resources needed to augment Department offerings.

The SSA classification is distinguished from the Associate Governmental Program Analyst classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification consists of three alternate ranges and as the SSA advances within the classification ranges, their responsibilities are expected

to show broader knowledge of the work environment, and organizational and/or departmental requirements while the scope of work increases.

The incumbent works under the direction of the Staff Services Manager (SSM) I, Chief of the Professional Development Unit (PDU), within the CDPH's Human Resources Division (HRD), Strategic Talent Management & Development Branch (STMDB), Workforce Development Section.

### **Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Occasional travel up to 10% may be required.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other: Working Conditions. In a remote work environment, home office, or similar environment.  
At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, CA.

### **Essential Functions (including percentage of time)**

#### **35% Program Coordination**

Develop, organize, and conduct professional development programs and training courses using various training formats including, but not limited to, in-person facilitator-led courses, live webinars, voice-over presentations, and video recordings. Participate in curricula development teams to ensure training plans are comprehensive and addresses needs based on the goals and objectives of the Department.

Assist with providing consultative services and offering recommendations on technical professional development issues of average difficulty and complexity; initiate class management strategies; use adult learning principles; incorporate new technology into training delivery methods appropriately; and participate in ongoing professional development education.

Track data related to class attendance, classes provided, class evaluations, and other related data; provide updates to management regarding evaluation completion rates; and identify any areas of concern.

#### **25% Research and Consultation**

Analyze, evaluate, and implement effective instruction, including course curricula and instructional support materials and incorporating adult learning principles and measurement techniques (testing), to ensure curricula meet the department and statewide training guidelines, standards, and specifications. Research training platforms for technical skills training. Develop requirements for training systems. Assist with auditing and evaluate program for standardization, compliance with laws, policies, and regulations. Collect, interpret, and consult with management on professional development statistics and identifies opportunities to further develop Departmental employees.

Develop comprehensive professional development plans to address the needs based on the goals and objectives of the Department. Consult with management and staff regarding training policies, mandates, and training needs assessments, professional development risks and gaps based on current workforce challenges and trends and consults with management.

Provide consultative services and offers recommendations on professional development issues; initiate class management strategies, when necessary; use adult learning principles; incorporate new technology into training delivery methods appropriately; and participate in ongoing professional development education.

Under supervision, assist with the design and delivery of course curriculum to fulfill Ongoing Leadership Training requirements in accordance with Government Code § 19995.4. Assist with expanding Competency Training & Development in accordance with the California Department of Human Resources' (CalHR) competency models.

Discuss Departmental and program needs with managers, supervisors, and employees. Focus on identifying technical skills trainings and resources and engaging employee interests and participation.

Support the onboarding/offboarding of employees by assisting with HRD's efforts to serve Department staff as they begin and end their employment journey with the Department.

### **20% Resource Acquisition, Evaluation, and Improvement**

Research training platforms and technical resources to expand on the Department's training offerings and a comprehensive competency-based performance management system. Locate cost effective resources to meet professional development needs. Track and monitor a Technical Training Platform subscription, which will provide Department employees with a broad array of public health training and information sessions to ensure employees remain current with public health competencies.

Maintain and enhance knowledge, skills, and abilities by attending professional development training and participating in professional activities provided by training industry associations (e.g., the Association for Talent Development, the California Network of Learning Professionals, Special Interest Groups, etc.).

Under supervision, assist with developing and maintaining a Job Rotation Pilot Program.

### **15% Communication and Collaboration**

Help administer the Department's marketing and outreach for professional development efforts. Compile relevant information to be distributed and taught in coursework in accordance with Department policies, practices, and methodologies, as well as laws and rules of applicable control agencies, such as the CalHR, the State Personnel Board (SPB), and the State Controller's Office (SCO). Assist with drafting materials and information to be distributed Department-wide, such as memoranda, websites, and newsletters, with the intent and focus of education.

Provide consultation and direction to programs to ensure excellent customer service and accurate information are provided. Continuously build and maintain effective communication and collaborative relationships with staff, management, customers, and internal or external stakeholders.

Collaborate with subject matter experts (SMEs), managers, and Department programs on various training and development efforts such as Quality Improvement/Lean Trainings and the development of a Career Management Program for existing employees.

**Marginal Functions (including percentage of time)**

**5% Special Projects and Other Duties**

Complete a variety of special studies and projects as assigned. Performs other work-related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**  
 Approved By: JC  
 Date: 07/2024

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-120-5393-797</b>
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Professional Development Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Strategic Talent Management and Development Branch/Workforce Development Section/Professional Development Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by overseeing the Department's plans and strategies as it relates to professional development.

The Associate Governmental Program Analyst (AGPA) independently performs the more responsible, varied, and complex work related to expanding the Department's training program and determining professional development training platforms and resources needed to augment Department offerings.

The incumbent works under the direction of the Staff Services Manager (SSM) I, Chief of the Professional Development Unit (PDU), within the CDPH's Human Resources Division (HRD), Strategic Talent Management & Development Branch (STMDB), Workforce Development Section.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Occasional travel up to 10% may be required.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other: Working Conditions. In a remote work environment, home office or similar environment.

At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California.

### Essential Functions (including percentage of time)

#### 35% Program Coordination

Independently develop, organize, and conduct professional development programs and training courses using various training formats including, but not limited to, in-person facilitator-led courses, live webinars, voice-over presentations, and video recordings. Lead curricula development teams to ensure training plans are comprehensive and addresses needs based on the goals and objectives of the Department.

Provide consultative services and offer recommendations on the more complex or technical professional development issues; prepare classroom settings, initiate class management strategies; use adult learning principles; incorporate new technology into training delivery methods appropriately; and participate in ongoing professional development education.

Track data related to probation reports, performance appraisal summaries, class attendance, classes provided, class evaluations, and other related data; provide updates to management regarding evaluation completion rates; and identify any areas of concern.

#### 25% Research and Consultation

Analyze, evaluate, and implement effective instruction, including course curricula and instructional support materials and incorporating adult learning principles and measurement techniques (testing), to ensure curricula meet the department and statewide training guidelines, standards, and specifications. Research training platforms for technical skills training. Develops requirements for training systems. Independently audit and evaluate program for standardization, compliance with laws, policies, and regulations. Collect, interpret, and consult with management on professional development statistics and identify opportunities to further develop Departmental employees.

Develop comprehensive professional development plans to address the needs based on the goals and objectives of the Department. Consult with management and staff regarding training

policies, mandates, and training needs assessments. Identify professional development risks and gaps based on current workforce challenges and trends and consults with management.

Provide consultative services and offer recommendations on professional development issues; initiate class management strategies, when necessary; use adult learning principles; incorporate new technology into training delivery methods appropriately; and participate in ongoing professional development education.

Under direction, assist with the design and delivery of course curriculum to fulfill Ongoing Leadership Training requirements in accordance with Government Code § 19995.4. Expand Competency Training & Development in accordance with the California Department of Human Resources' (CalHR) competency models.

Discuss Departmental and program needs with managers, supervisors, and employees. Focus on identifying technical skills trainings and resources and engaging employee interests and participation.

Support the onboarding/offboarding of employees by supporting HRD's efforts to serve Department staff as they begin and end their employment journey with the Department.

## **20% Resource Acquisition, Evaluation, and Improvement**

Independently research training platforms and technical resources to expand on the Department's training offerings and a comprehensive competency-based performance management system. Locate cost effective training resources to meet training needs. Track and monitor a Technical Training Platform subscription, which will provide Department employees with a broad array of public health training and information sessions to ensure employees remain current with public health competencies.

Maintain and enhance knowledge, skills, and abilities by attending professional development training and participating in professional activities provided by training industry associations (e.g., the Association for Talent Development, the California Network of Learning Professionals, Special Interest Groups, etc.).

Under direction, assist with developing and maintaining a Job Rotation Pilot Program.

## **15% Communication and Collaboration**

Help to administer the Department's marketing and outreach for professional development efforts. Compile relevant information to be distributed and taught in coursework in accordance with Department policies, practices, and methodologies, as well as laws and rules of applicable control agencies, such as the CalHR, the State Personnel Board (SPB), and the State Controller's Office (SCO). Independently draft materials and information to be distributed Department-wide, such as memoranda, websites, and newsletters, with the intent and focus of education.

Provide consultation and direction to programs to ensure excellent customer service and accurate information are provided. Continuously build and maintain effective communication and collaborative relationships with staff, management, customers, and internal or external stakeholders.

Serve as a subject matter expert (SME) in internal and external committees or workgroups. Address professional development-related questions and opportunities.

Collaborate with SMEs, managers, and Department programs on various training and development efforts such as Quality Improvement/Lean Trainings and the development of a Career Management Program for existing employees.

**Marginal Functions (including percentage of time)**

**5% Special Projects and Other Duties**

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I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**  
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 Date: 07/12/24