

DUTY STATEMENT

1. Institution/Division/Office: Central Office/Workforce Development		2. Unit/Industry/Enterprise: Entry to Employment Program	
3. Classification Title: Associate Governmental Program Analyst		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 063-065-5393-001		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the Staff Services Manager III of the Entry to Employment Program (E2E) within Workforce Development (WD), the Associate Governmental Program Analyst will provide program operation support and complete analytical functions related to the various E2E programs.			
8. Work Schedule: Monday - Friday, 8:00am - 5:00pm			
9. Percentage (%) of time performing duties:	10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.		
	ESSENTIAL FUNCTIONS		
40%	Assists the E2E manager with technical and analytical support to the E2E network and program projects. The incumbent is the subject matter expert of the E2E Network and will assist the nine (9) Workforce Development Coordinators with the following duties: registering of incarcerated individuals, review and developing of initial resumes, troubleshooting system errors, communicating network issues with CALPIA MIS or Employment Development Department (EDD) to resolve, create and report statistical data regarding E2E network participation. Responsible for developing and maintaining all E2E program guides, policies, procedures, and forms. Develop Prison Industry Board reports pertaining to WDCs and E2E programming for WD. Develop and maintain ongoing training guides, tools, and videos. Provide E2E training to newly hired staff and field staff of program operations. Develop promotional materials required for E2E network and/or the WDCs relating to filling incarcerated individual position vacancies. Managing the designated shared employer specialist email inbox by distributing messages to the appropriate WDC and replying to all employment inquires.		
30%	Completes and maintains the EDD Employment Data Analysis Project. As the subject matter expert for the EDD Employment Data Project, works closely with the CDCR Office of Research to create reports from SOMS and CALPIA's internal database for former CALPIA incarcerated workers who were released from prison. Analyzes and evaluates employment data to determine the effectiveness of CALPIA's mission of reducing recidivism, including how formerly incarcerated individuals obtain employment after release.		
15%	Represents CALPIA as a liaison on the civil service hiring event committee for WD's E2E. Works with multiple agencies, including CDCR, GovOps, California Workforce Development Board, and Caltrans by setting up pre-release hiring events for incarcerated individuals which includes planning hiring events from conception through release and assisting with the released individuals onboarding with a state agency. Tasks involve coordinating with local institution staff to solicit incarcerated individuals who meet hiring criteria; planning with CALPIA Human Resources staff to create informational sessions on how to apply for a state job; setting up state testing opportunity days for incarcerated individuals who meet the hiring criteria; arranging for interviews; and scheduling the events while considering the hiring logistics of multiple agencies.		
10%	Reviews and analyzes proposed legislation and advises management on the potential impact to the program operations; monitors all budgetary and accounting practices to ensure program is operating within approved budgetary plan; prepares analytical studies for Budget Concept Proposals and/or other related documents for CALPIA to maintain proper funding for the E2E program. Works together with Industry Employment Program (IEP) to ensure there is effective communication of program objectives pertaining to the transition to employment program, including policies and procedures.		
	(Continued on Page Two)		

