

DUTY STATEMENT

Employee Name:	Position Number: 580-510-5393-721
Classification: Analyst II	Tenure/Time Base: Permanent / Full Time
Working Title: Training Design and Development Analyst	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Local Policy and Health Programs Branch / Health and Nutrition Education Section / Education and Training 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 advancing the health and well-being of California's diverse people and communities. As an employee of the Local Policy and Health Programs Branch, the incumbent supports a team that provides support, training, and implements local and statewide policies which protect and serve the Women, Infants, and Children (WIC) Program participants and local agencies.

The incumbent works under the direction of the Chief, Education and Training Development Unit, Staff Services Manager I (SSM I). The Analyst II collaborates with subject matter experts to analyze staff training needs and define learning objectives, and writes policies, procedures, and curriculum materials for nutrition education and training. Participates in work group assignments by developing, implementing, reviewing and evaluating WIC local agency staff training and participant education materials. Uses plain language writing skills to develop easily accessible messages and materials. Possesses strong editing, plain and written language skills and willingness to develop instructional design skills. Possesses strong analytical, verbal, and written skills when interacting with WIC local agency staff, WIC participants, CDPH staff, and stakeholders.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 15%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Collaborates with subject matter experts to analyze staff training needs and define learning objectives. Designs instructional strategies and course structures that align with adult learning principles. Designs engaging instructor-led training courses that can be delivered in person or remotely. Uses authoring tools (e.g. Articulate Storyline, Rise 360) to build interactive and accessible eLearning courses. Designs and integrates multimedia elements such as audio, video, graphics and animations to enhance learner engagement.
- 25% Works with WIC Division staff project leads to manage multiple training projects simultaneously. Supports project implementation of statewide modernization efforts, that may include the WIC Competent Professional Authority (CPA) Training. Develops and maintains planning and organization systems to track, analyze, and pilot various training modernization efforts and ongoing initiatives and presents recommendations and trends to management. As needed, conducts site visits to local agencies to observe staff training activities and support materials testing, and plans regional and/or virtual meetings with local agencies related to staff training activities and resources.
- 15% Conducts analysis and prepares written documents, including correspondence related to modernized nutrition education and training (i.e. State Plan, Nutrition Services Management Evaluation, annual Nutrition Services Plan, and WIC Information News (WIN)) for executive management approval.

- 15% Plans and coordinates Local Agency committees and subgroups, participates in work group assignments and serves on special committees as directed to support initiatives to modernize nutrition education and training programs. Conducts data collection and analysis to inform program development efforts.
- 10% Manages eLearning content on the LMS and troubleshoots technical issues. Collects and analyzes learner feedback and assesses training effectiveness. Analyzes and provides recommendations for instructional design improvements for all modes of training delivery.

Marginal Functions (including percentage of time)
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- 5% Performs other job-related duties as assigned.

☐ 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: TY

Date: 1/7/26