

**DUTY STATEMENT**

Employee Name:	Position Number: 580-510-5393-717
Classification: Analyst II	Tenure/Time Base: Permanent / Full Time
Working Title: Statewide Trainer	Work Location: 3901 Lennane Dr., 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 Division	Branch/Section/Unit: Local Policy and Health Programs Branch / Local Policy and Training Section / Local Services Training 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 serves as part of a team that provides education, training, support for and collaboration with Women, Infants, and Children (WIC) local agencies and implements local and statewide policies which protect and serve the WIC Program participants and local agencies.

The incumbent works under the direction of the Chief, Local Services Training Unit, Supervisor I. The Analyst II performs the more responsible, varied, and complex technical analytical staff services

assignments related to assessing, planning, writing, testing, implementing, evaluating, and updating training courses and materials specifically designed for WIC state and local agency staff. The Analyst II delivers training to ensure the local agency staff are well-equipped and confident in providing effective support to participants across the state. The Analyst II travels statewide up to 45% of the time conducting training at local agency sites and may have some overnight stay(s).

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**Special Requirements**

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- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Statewide travel up to 45% of the time, with possible overnight stay(s)
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

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

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- 30% Serves as a statewide trainer; collaboratively coordinates, facilitates, and produces virtual and in-person trainings such as counseling through virtual appointments, training for trainers, and federally mandated trainings for WIC state and local agency staff. Leads training-related workgroups and develops work plans for the successful implementation and evaluation of statewide trainings. This position requires statewide travel to deliver in-person training, with possible overnight stay(s).
- 25% Collaboratively designs, develops, and evaluates training curricula and materials in compliance with federal, state, and WIC policies and procedures. Applies learner-centered principles to engage trainees and enhance retention. Creates and maintains training content for multiple modalities including instructor-led, virtual instructor-led, and eLearning formats using computer-based applications including but not limited to Articulate 360 (Storyline, Rise, and Review) and Microsoft PowerPoint.
- 20% Manages training logistics in the Learning Management System (LMS), including setting up courses, processing registrations, assigning required training, and tracking completion to ensure compliance. Maintains accurate training records, monitors progress, and provides reports to supervisors as needed. Supports users by resolving access issues and answering questions related to LMS functionality while coordinating with the WIC LMS Administrator for technical assistance when necessary.
- 10% Consults with CDPH/WIC Division policy and nutrition services staff, management, and WIC local agency staff to develop training needs assessments and training programs. Assists with planning and presenting webinars and video conferences.
- 10% Works with internal staff and WIC local agencies on pre- and post-training planning and logistics for in-person and virtual instructor-led trainings including but not limited to scheduling, communicating, recordkeeping, and travel arrangements. Monitors shared email boxes. Responds to WIC local agency training questions and assists with LMS functionality.

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

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: Skip Thomas

Date: 1/29/2026