DUTY STATEMENT

Employee Name: **Vacant**	Position Number: **580-510-5393-786**
Classification: Analyst II	Tenure/Time Base: Permanent / Full Time
Working Title: Vendor Trainer	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: Vendor Management Branch / Vendor Operations Section / Vendor 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 Vendor Management Branch, the incumbent serves as part of a team that provides monitoring, training, and support for and collaboration with grocery vendors statewide that serve WIC families.

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

assignments related to program compliance and education. These duties include serving as a subject matter expert on vendor stakeholder-related WIC program rules, regulations, and policies. The Analyst II complies with United States Department of Agriculture (USDA) mandates to provide educational training to all vendor stakeholders or their designated representatives. The Analyst II is responsible for providing vendor stakeholders with interactive training and annual training via newsletter, webcast, or other publication(s).

Special Requirements

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

Essential Functions (including percentage of time)

40% Conducts on-site, interactive, and virtual training classes and technical assistance visits to support vendor stakeholder in compliance with USDA and state laws, rules, and regulations. Identifies the unique learning needs of vendor stakeholders and uses various techniques to effectively communicate complex program requirements. Assists with the development and implementation of effective interactive web and video-based training courses/curricula (including training visuals, materials, interactive activities, testing materials, and newsletters or other publications) to meet the educational needs of vendor stakeholders, as well as USDA and state mandates.

30% Serves as lead on workgroups to research, develop, and analyze operational policies and procedures and makes program recommendations (both oral and written) for the Vendor Management Branch (VMB) on matters related to program improvements and the EBT/MIS project. Conducts analysis and drafts issue memos on behalf of the Branch Chief addressing questions, observations, recommendations, and/or program action. Drafts impact statements on issues that include, but are not limited to, procedural changes and policy implementation changes. Leads the implementation of approved projects and programs. Creates, maintains, and updates procedure manuals.

15% Coordinates and communicates logistical needs for training classes and on-site technical assistance visits. Drafts pre-visit and post-visit documents and ensures that tracking logs and databases are updated and current.

5% Prepares monthly statistical reports on technical assistance visits, vendor certifications issued, vendor training attendance, forecasted training dates (with locations), use of training sites, the types of trainings conducted, and the number of trainings given at each location.

Attends Vendor Training Unit and other Branch staff meetings and testifies at administrative hearings, as required.

5% Drafts correspondence (letters, memorandums, briefing papers, memorandums of understanding, decision memorandums, controlled correspondence, etc.) for signature by the Section Chief, Branch Chief, Division Chief, Department Chief, or the Governor and prepares materials for USDA, as required.

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: SG
Date: 03/06/2026