

## State of California – Department of Social Services

**CURRENT / PROPOSED DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-909-5157-710

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Adult Programs Division/CMIPS &amp; System Enhancements Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

System Enhancement Bureau/Training and Development Unit

SUPERVISOR'S NAME:

Sherifat Ologundudu

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION (*CHECK ALL THAT APPLY*):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (*Explain below*)
- None
- Other (*Explain below*)

In Home Support Services Training Academy (IHSSTA) occasional travel across California.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (*Check one*):

- None
- Supervisor
- Lead Person
- Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Training and Development Unit (TDU) is to develop and deliver statewide uniform training to enhance and maintain the skills and knowledge of county staff and other program stakeholders, including Adult Programs Division (APD) staff, program recipients and providers, through a responsive, collaborative approach to addressing In-Home Supportive Services (IHSS) training needs and ensuring quality assurance.

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**CONCEPT OF POSITION:**

Under the direction of the Training and Development Unit Manager (Supervisor I), the Analyst supports analytical and technical work related to training and development activities. The Analyst assists in training curriculum development, revisions, and project coordination to support the training needs of county IHSS staff and internal Adult Program Division (APD) staff. The Analyst will collaborate with team members and stakeholders to ensure training materials are accurate, accessible, and aligned with program policies and best practices.

**A. RESPONSIBILITIES OF POSITION:****Essential Functions:**

45% Assist in the development and revision of training curriculum and educational materials for the In-Home Supportive Services Training Academy (IHSSTA). Support the creation of self-paced training modules using e-learning software such as Adobe Captivate. Assist in the design and coordination of virtual instructor-led training to enhance participant engagement and learning retention. Help maintain IHSSTA courses in the Learning Management System (LMS) by managing course layout, tracking participant registration, and troubleshooting basic technical issues. Conduct research and assist in updating training materials to ensure alignment with current policies and best practices. Support the evaluation of training sessions by gathering and analyzing participant feedback, course evaluations, and knowledge assessments.

15% Assist in reviewing policy updates and program directives to help identify necessary curriculum changes. Monitor All-County Letters (ACLs) and All-County Information Notices (ACINs) to assess their impact on training materials. Help maintain and distribute the Quick Reference Tool to notify stakeholders of policy updates. Provide support in drafting reports and summaries related to training updates and program changes.

15% Assist in coordinating meetings with IHSS stakeholders to discuss training updates and policy changes. Document key discussions and follow up on action items to ensure accurate and relevant training materials. Support communication efforts by gathering stakeholder feedback to improve training content and delivery.

10% Assist in monitoring vendor contracts, including tracking extensions, renewals, and compliance with budget allocations and work requirements. Support the review of contract performance and financial expenditures to help improve efficiency and cost-effectiveness.

10% Facilitate IHSSTA training sessions in virtual and instructor-led formats. Provide administrative and technical support for IHSSTA training sessions, including virtual and instructor-led formats. Assist in adapting and preparing training materials to meet the needs of various audiences. Support logistical planning for training events, including scheduling, participant coordination, and resource preparation.

**Marginal Functions:**

5% Other duties as assigned related to the TDU and IHSSTA.

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B. SUPERVISION RECEIVED:

The Analyst receives direction from the Supervisor I but may receive some direction on assignments from an Analyst in the Unit who is acting as a lead analyst. Analyst should be able to work independently and utilize initiative and resourcefulness in completing assignments.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst may assist with special projects and as needed, provide support in the absence of the Unit Manager

D. PERSONAL CONTACTS:

The Analyst will regularly interact with county Social Services staff, departmental employees, advocates, the general public, contracted vendors, and representatives from state and federal agencies

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling assignments and in imparting information could result in litigation against the Department and delays in complying with federal requirements, which could result in loss of federal funding.

F. OTHER INFORMATION:

The Analyst must have excellent technical writing skills, excellent verbal communication skills, demonstrate the ability to work cooperatively and effectively as part of a team, have the ability to establish effective working relationships, work under pressure in a fast-paced environment with quick changing priorities and direction, complete assignments in a timely manner, and be able to travel on a limited basis as needed.

## State of California – Department of Social Services

**CURRENT / PROPOSED DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-909-5393-710

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Adult Programs Division/CMIPS &amp; System Enhancements Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

System Enhancement Bureau/Training and Development Unit

SUPERVISOR'S NAME:

Sherifat Ologundudu

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

In Home Support Services Training Academy (IHSSTA) occasional travel across California.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- None
- Supervisor
- Lead Person
- Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Training and Development Unit (TDU) is to develop and deliver statewide uniform training to enhance and maintain the skills and knowledge of county staff and other program stakeholders, including Adult Programs Division (APD) staff, program recipients and providers, through a responsive, collaborative approach to addressing In-Home Supportive Services (IHSS) training needs and ensuring quality assurance.

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**CONCEPT OF POSITION:**

Under the direction of the Training and Development Unit Manager (Supervisor I), the Analyst independently performs analytical and technical work related to training and development activities. The Analyst is responsible for developing and revising training curriculum, coordinating projects, and ensuring alignment of training materials with program policies and best practices. The Analyst collaborates with team members and stakeholders and exercises independent judgment in supporting the training needs of county IHSS staff and internal Adult Programs Division (APD) staff.

**A. RESPONSIBILITIES OF POSITION:****Essential Functions:**

45% Develop and revise training curriculum and educational materials for the In-Home Supportive Services Training Academy (IHSSTA). Develop and maintain self-paced training modules using e-learning software such as Adobe Captivate. Assist in the design and coordination of virtual instructor-led training to enhance participant engagement and learning retention. Manage and maintain IHSSTA courses in the Learning Management System (LMS) by managing course layout, tracking participant registration, and troubleshooting basic technical issues. Conduct research and update training materials to ensure alignment with current policies and best practices. Evaluate training sessions by gathering and analyzing participant feedback, course evaluations, and knowledge assessments.

15% Review and analyze policy updates and program directives to help identify necessary curriculum changes. Monitor All-County Letters (ACLs) and All-County Information Notices (ACINs) to assess their impact on training materials. Help maintain and distribute the Quick Reference Tool to notify stakeholders of policy updates. Provide support in drafting reports and summaries related to training updates and program changes.

15% Coordinate and facilitate meetings with IHSS stakeholders to discuss training updates and policy changes. Document key discussions and follow up on action items to ensure accurate and relevant training materials. Lead communication efforts by gathering stakeholder feedback to improve training content and delivery.

10% Monitor vendor contracts, including tracking extensions, renewals, and compliance with budget allocations and work requirements. Review contract performance and financial expenditures to improve efficiency and cost-effectiveness.

10% Facilitate IHSSTA training sessions in virtual and instructor-led formats. Provide technical and logistical support for IHSSTA training sessions, including virtual and instructor-led formats. Adapt and prepare training materials to meet the needs of various audiences. Coordinate logistical planning for training events, including scheduling, participant coordination, and resource preparation.

**Marginal Functions:**

5% Other duties as assigned related to the TDU and IHSSTA.

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B. SUPERVISION RECEIVED:

The Analyst receives general direction from the Supervisor I but may receive some direction on assignments from an Analyst in the Unit who is acting as a lead analyst. The Analyst is expected to work independently with minimal supervision and exercise initiative, sound judgment, and resourcefulness in completing assignments. The Analyst may provide guidance to other staff on specific projects, as needed.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst may assist with special projects and as needed, provide support in the absence of the Unit Manager

D. PERSONAL CONTACTS:

The Analyst will regularly interact with county Social Services staff, departmental employees, advocates, the general public, contracted vendors, and representatives from state and federal agencies

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling assignments and in imparting information could result in litigation against the Department and delays in complying with federal requirements, which could result in loss of federal funding.

F. OTHER INFORMATION:

The Analyst must have excellent technical writing skills, excellent verbal communication skills, demonstrate the ability to work cooperatively and effectively as part of a team, have the ability to establish effective working relationships, work under pressure in a fast-paced environment with quick changing priorities and direction, complete assignments in a timely manner, and be able to travel on a limited basis as needed.