



Classification: Analyst II
 Position Number: 880-240-5393-006

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-240-032	Classification Title: Analyst II	Position Number: 880-240-5393-006
Incumbent Name: Vacant	Working Title: Training Compliance Analyst	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R01
Division/Office: Office of Research, Planning, and Performance (ORPP)		Section/Unit: Training Services Unit
Supervisor's Name: Charla Cuevas		Supervisor's Classification: Supervisor I

Human Resources Use Only:	
HR Analyst Approval: <i>Tiffani Pace</i>	Date: March 23, 2026

General Statement
Under the direction of Supervisor I, and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Analyst II is responsible for tracking, monitoring, and reporting mandatory training compliance to the Office of Research, Planning, and Performance (ORPP) management and Water Boards Executive leadership for both rank-and-file and excluded employees. This includes oversight of required training such as leadership development hours for supervisors, managers, and Career Executive Assignments (CEAs), sexual harassment prevention training, and other state-mandated training. The Analyst II ensures accurate recordkeeping to support internal self-audits and formal audits conducted by the State Personnel Board and CalHR. The Analyst II also manages training-related contracts, including coordinating contract documentation, processing new and renewal agreements, and reconciling and processing invoices in accordance with state policies. The Analyst II works independently, communicates effectively with staff at all levels, and manages multiple assignments with competing deadlines while utilizing Microsoft Office and other office systems to track and report training compliance data.



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Essential Functions (Including percentage of time):	
40%	<p>Identifies supervisors, managers, and Career Executive Assignments (CEAs) who are required to complete initial leadership training and communicate enrollment requirements to ensure compliance with established timelines. Monitors notifications from CalHR regarding leaders at risk of noncompliance and coordinates follow-up actions as needed. Reviews monthly Human Resources reports to identify new and transferring leaders, researches appointment dates, and ensures accurate entry and maintenance of records in the Learning Management System (LMS). Monitors, tracks, and reports completion of continuing leadership development hours for Water Boards leaders and responds to inquiries regarding training status and requirements. Serves as a subject matter expert on leadership training requirements, providing guidance to new leaders and ensuring accurate and consistent information is communicated through the Training Services SharePoint site and other communication channels.</p> <p>Maintains organized training records and conducts self-audits to ensure program readiness for formal audits conducted by the State Personnel Board and CalHR. Evaluates compliance trends and recommends improvements to guidance, training offerings, and agency-wide strategies to increase compliance rates. Reviews legislative or policy changes related to training requirements and advises management on potential impacts to the leadership training program.</p>
25%	<p>Maintains Certified Contract Manager status and serves as the subject matter expert for training-related contracts managed by the Analyst II. Coordinates with Water Boards staff to develop scopes of work and secure contracts for training products and services. Prepares contract documents and works with training vendors and the Division of Administrative Services (DAS) Contract Unit to execute and finalize agreements for technical, leadership, administrative, information technology, and software training. Maintains contract records, including invoices and payment documentation, and submits Contract Balance Verifications to DAS as requested. Provides contract management support and guidance to other ORPP units as needed.</p>
20%	<p>Tracks and monitors completion of sexual harassment prevention training and reports compliance to the Equal Employment Opportunity Office on a monthly basis. Verifies training attendance in the CalHR Learning Management System and ensures accurate upload and maintenance of records in the Water Boards Learning Management System.</p> <p>Tracks and reports Tribal Training completion to the Office of Chief Counsel and ensures appropriate staff are assigned required training in accordance with statute and Water Boards policy.</p>



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10%	<p>Researches trends and best practices in organizational, corporate, and adult education to support the continuous improvement of mandatory training programs. Ensure Training Services SharePoint pages and other communication channels provide accurate and consistent information regarding mandatory training requirements.</p> <p>Manages the training compliance shared inbox and provides timely, high-quality customer service in response to staff inquiries. Identifies recurring questions and develops Frequently Asked Questions (FAQs) and response templates for use by the Training Team.</p> <p>Maintains records of communications related to mandatory training compliance to support audits, document process changes, and preserve program history. Updates and maintains mandatory training compliance sections of the Training Services Desk Manual.</p>
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Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to be in a stationary position at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to move 15 pounds, bend and retrieve files and/or documents above shoulders.

Typical Working Conditions:

The incumbent works on the 13th floor of a high-rise office building in downtown Sacramento. The work schedule is Monday through Friday.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date