

Duty Statement – Workforce

Duty Statement

<input type="checkbox"/> Current <input checked="" type="checkbox"/> Proposed		
RPA Number:	Classification Title: Analyst II	Position Number: 673-810-5393-724
Incumbent Name: Vacant	Working Title: Workforce Development Trainer	Effective Date: 3/2/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Administrative Services Division	Section/Unit: Workforce Development & Performance Section / Workforce Development Unit	Reporting Location: Sacramento HQ
Supervisor's Name: Octavia Lee	Supervisor's Classification: Supervisor I	CBID: R01
Confidential Designation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Designated Position for Conflict of Interest: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead		

General Statement

This section is comprised of three vital Human Resources units: Workforce Development Unit, Labor Relations and Performance Management. Responsibilities include representing the Office of the Secretary, California Environmental Protection Agency (CalEPA) and the California Air Resources Board (CARB) in all phases of collective bargaining, representing management in labor relations impacting both agencies, participating in negotiations with employee unions, providing contracts interpretation and labor relations expertise and advice to management. The section provides guidance and assistance as it relates to performance issues of staff and/or managers and is responsible for the collection of probation reports and annual performance appraisals, and assisting in drafting documents related to adverse actions, as needed. The section also provides training and workforce development opportunities for new and existing employees. It is responsible for the special projects that include but are not limited to the development and maintenance of CARB's Workforce and Succession Plan, development and implementation of workforce planning efforts to include but not limited to training courses and materials, assisting with contracts and procurement for external training vendors, and overseeing the Learning Management System (LMS).

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

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Position Description

Under the direction of the Supervisor I (Sup I), Workforce Development Unit Manager, Analyst II is a full journey-level analyst class responsible for applying the fundamentals of adult learning principles to design, develop, and deliver various training classes for CalEPA/CARB employees. In a training capacity, the incumbent is also responsible for performing a variety of training-related activities, duties, and analytical assignments. The incumbent may also assist with contract and procurement documents, serve as a backup for the Learning Management System, and may provide backup assistance with managing the department's Formal Mentorship, Emerging Leader, Workforce Succession, 25-Year Award, and Retirement Award Programs.

Travel may be required periodically.

% of Time	Essential Functions
40%	Delivers a variety of training courses, workshops, and presentations to CARB and CalEPA employees; utilizes engaging and innovative techniques to deliver content, curriculum and/or learning materials to students; employs adult learning principles in the classroom to maximize learning and application; conducts training using a variety of delivery methods, including instructor led training, virtual led training (Zoom, MS Teams, etc.), and blended learning. Continually assesses the effectiveness of training content and delivery of courses. Implements enhancements to training courses and recommends changes and improvements to training program utilizing evaluation data. Continually assesses employee training needs and recommends appropriate training for staff and management. Attend training related meetings and seminars to stay abreast of new developments and best practices within the training community.
30%	Research, designs, and develop training courses for CARB and CalEPA staff. Conduct needs analysis at the organizational level or on specific training topics and concepts. Gathers and analyzes training best practices and research to include in curriculum design. Ensures the training goals are achieved through consultation and directly develops training courses within the scope of training. Develops class content and selects delivery methods to meet selected class goals and objectives; delivery methods include but are not limited to instructor led training, virtual led training, and blended learning. Responsible for consulting with numerous internal and external resources and developing and updating all material necessary for CARB's agency wide training program. Materials include instructor guides, learning aids, and participant materials. All training content is designed to enhance the productivity of CARB's workforce.
20%	Responsible for a variety of training duties, assignments, and projects related to but not limited to the following: development of annual training plan, execution and maintenance of training contract/vendor agreements, administration of the learning management system, creation and implementation of training related policies and procedures, oversight and administration of tuition assistance program, and enrollment/registration of employee training.

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% of Time	Marginal Functions
10%	Participates in other duties and assignments as needed.

Typical Physical Conditions/Demands

- Work is performed in a climate-controlled office environment.
- Requires prolonged periods of sitting at a desk and working on a computer.
- Involves frequent use of standard office equipment such as computers, phones, copiers, and printers.
- May require occasional lifting and carrying of materials weighing up to 25 pounds.
- Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

- Work is performed in a climate-controlled office environment.
- Involves prolonged periods of sitting at a desk and working on a computer.
- May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.
- Noise levels are typically low to moderate.
- May involve occasional travel to attend meetings or trainings.

Special Requirements of Position (Check all that apply):

<input type="checkbox"/> Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.). <input type="checkbox"/> Duties require participation in the DMV Pull Notice Program. <input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below) <input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. <input type="checkbox"/> Travel up to _____ percentage <input type="checkbox"/> Bilingual Fluency needed in _____(language) <input type="checkbox"/> Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name: Octavia Lee	Supervisor Signature:	Date: 3/2/2026
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Employee Statement

I have discussed these duties with my supervisor and have been provided with a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employee Name:	Employee Signature:	Date: Date