

DUTY STATEMENT

Employee Name:	Position Number: 580-510-5393-789
Classification: Analyst II	Tenure/Time Base: Permanent / Full-Time
Working Title: WIC WISE 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 Division	Branch/Section/Unit: WIC Systems Integration Branch WIC Systems Support Section WIC WISE 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 Resources Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by 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 a member of the WIC Web Information System Exchange (WIC WISE) Training Unit, the Analyst II serves as part of a team that provides training and support to users of WIC WISE.

The incumbent works under the direction of the WIC WISE Training Unit Chief,, Supervisor I, and performs the more varied and complex analytical staff services assignments related to assessing, testing, implementing, evaluating, and updating training strategies and materials for state and local WIC WISE trainings.

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% Serves as a WIC WISE statewide trainer; collaboratively facilitates trainings in person or virtually; tracks user completion in the Learning Management System (LMS). Utilizes Women, Infants, and Children (WIC) Program policies and procedures and local agency site flow of services to enhance training facilitation. Determines classroom needs; prepares and breaks down classrooms, including materials and computers; assists with pre-and post-training logistics including travel arrangements. Conducts pre-training preparations and post-training debriefs with WIC management and contractors and provides feedback for training modifications.
- 25% Collaboratively designs, develops, tests, evaluates, and maintains training curricula and materials based on WIC policies and procedures and WIC WISE releases. Participates in training-related workgroups and develops work plans for the successful implementation and evaluation of statewide trainings.
- 20% Participates in User Acceptance Testing (UAT) for WIC WISE and the LMS. Provides assistance to the WIC WISE Service Desk and the California WIC Family Services Line to support WIC WISE users and identify training needs or challenges.
- 5% Attends and actively participates in staff meetings and required trainings, sharing information and ideas with co-workers to maintain an environment conducive to learning and supports cohesive team atmosphere; actively suggests opportunities to improve the WIC WISE and LMS user experience; participates on various committees or workgroups regarding program initiatives and supports the implementation and monitoring of activities; documents activities and provides updates to unit supervisor.
- 5% Recommends policy and procedure updates to management as necessary, based on inquiries received from the local agency end users.

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: HD

Date: 05/2026