

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	<i>Training Coordinator</i>
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-355-5393-xxx
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
UI Branch Professional Advancement and Training Headquarters (PATH)/ Training Delivery Services Unit	<i>Click here to enter text.</i>
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Unemployment Insurance Command Center	Supervisor I
BRANCH:	REVISION DATE:
Unemployment Insurance	2/19/2026
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input checked="" type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Frequent travel to the closest EDD UI Field Office or (Sacramento Central Office) for equipment exchange or as needed.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions) Under the direction of the Supervisor I, the Analyst II is responsible for a variety of more complex analytical duties critical to supporting the UI Branch Professional Advancement and Training Headquarters to develop e-learning strategies and conduct training as a lead, enacting a developed lesson plan to match the schedule of classes, using software to communicate with learners during training, and verifying the review of training materials to ensure those materials reflect the most current policy and procedure changes so that delivered training is accurate. The Analyst II will provide consultative and research services to branch program and policy areas, and review and update training functions and processes.	
Percentage of Duties	Essential Functions
25%	Leads the team on assignments to review and analyze all policies and procedures to ensure that they are updated and reflect applicable changes since the last time the materials were used. Develops training material, in a lead capacity, based on existing documentation, instructions from the Department of Labor, and other references and sources for an

Civil Service Classification

Analyst II

Position Number

280-355-5393-xxx

25%	Unemployment Insurance (UI) Branch audience using various software and formatting. The analysis is conducted multiple times as updates are typically made throughout the assignment by the project managers and UI Command Center Division (UICCD) policy analysts.
25%	Delivers training to learners of all levels. Researches and analyzes the actual training delivery to determine what worked well and what was confusing for learners due to how it was structured. Recommends and develops material and searchable databases, such as the Knowledge Management System, for "Training for Trainers" independently in order to facilitate end-user training. Supports active training classes by responding to learner inquiries during live training delivery, providing answers in real-time, evaluating learner feedback to determine additional tools needed, and developing additional tools for future classes.
20%	Guides other analysts in developing the training to be delivered within the learning management system. Creates training to support various audiences (e.g., employees attending training, Analyst I coworkers, and the public) based on end-users' training needs, effective delivery, and knowledge levels. Drafts communication to notify branch trainers of updated training material. Analyzes survey feedback to make recommendations on improvements required to enhance the quality and effectiveness of training. Makes recommendations regarding the development and implementation of performance measurement systems to assess training program performance.
15%	Leads initiatives to collaborate with coworkers, field employees, and UICCD program experts to research and analyze issues and concerns impacting the UI Program, such as improved employee performance and workload efficiencies to assist in the formation of statewide UI program policies and procedures related to the development, delivery, and evaluation of training; communicates analytical results of training area gaps effectively and actively suggests and ultimately helps share recommendations for improvement to leadership.
5%	Participates in workgroups to research and analyze problems; develops new policies and procedures related to UI program training. Provides recommendations to leadership on training issues. Serves as a mentor to new training coordinators and field trainers.
5%	Evaluates innovative training methods and technologies for applicability to UI Branch training programs. Implements new methods and technologies in the Branch and participates in the pilot.

Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist

Other: *Click here to enter text.*

Type of Environment:
 High Rise Cubicle Warehouse Outdoors Other:

Civil Service Classification

Analyst II

Position Number

280-355-5393-xxx

Interaction with Customers:

- Required to work in the lobby

 Required to work at a public counter
 Required to assist customers on the phone

 Required to assist customers in person
 Other: Interact with leaders and employees via email, phone, and in person.

5. SUPERVISION EXERCISED:

(List total per each classification of employee)

N/A

6. SIGNATURES**Employee's Statement:**

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

7. HRSD USE ONLY**Classification and Pay Group (CPG) Approval**

- | | | |
|--|----------------------|---------------|
| <input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. | CPG Analyst Initials | Date Approved |
| <input type="checkbox"/> Exceptional allocation, STD-625 on file. | NW | 3/10/2026 |

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst I	<i>Training Coordinator</i>
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-355-5157-xxx
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
UI Branch Professional Advancement and Training Headquarters (PATH)/Training Delivery Services Unit	<i>Click here to enter text.</i>
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Unemployment Insurance Command Center	Supervisor I
BRANCH:	REVISION DATE:
Unemployment Insurance	2/24/2026
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input checked="" type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Frequent travel to the closest EDD UI Field Office or (Sacramento Central Office) for equipment exchange or as needed.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the supervision of the Supervisor I and in consultation with the journey-level unit employees, the incumbent is responsible for a variety of less complex analytical duties critical to supporting the UI Branch Professional Advancement and Training Headquarters to develop e-learning strategies and conduct training, including developing a lesson plan to match the schedule of classes, using software to ensure classroom attendance during training, and reviewing training materials and comparing those materials to recent policy and procedure changes so that delivered training is the most current. The Analyst I will provide consultative and research services to branch programs and policy areas, and review and update training functions and processes.	
Percentage of Duties	Essential Functions
25%	Reviews and analyzes existing training materials to ensure they align with all current policies and procedures when procedures are updated. Makes updates to curriculum to apply new or updated rules and regulations that occurred since the last time the materials were used, and to

Civil Service Classification

Analyst I

Position Number

280-355-5157-xxx

25%	expand as new functionality needs to be expanded in training. Develops training material based on existing documentation manuals, instructions from the Department of Labor, and other references and sources for an Unemployment Insurance (UI) Branch audience, using various software and formatting techniques. Develops training to engage employees through the learning management system for the various audiences of employees in the various divisions and the public, based on end-users' training needs and knowledge levels.
20%	Drafts communication to notify branch employees of updated training material. Analyzes training survey feedback related to content to make recommendations on improvements required to enhance the quality and effectiveness of training. Makes recommendations regarding the development and implementation of performance measurement systems to assess training program performance.
15%	Researches and analyzes survey feedback related to knowledge articles in the Knowledge Management database. Recommends and develops material in searchable databases, such as the Knowledge Management System, for "Training for Trainers" in order to facilitate end-user training. Supports active training classes by responding to learner inquiries, providing answers in real-time, evaluating learner feedback to determine additional tools needed, and developing additional tools for future classes.
5%	Collaborates with coworkers, field employees, and UI Command Center Division program experts to research and analyze issues and concerns impacting the UI program, such as improved employee performance and workload efficiencies to assist in the formation of statewide UI program policies and procedures related to the development, delivery, and evaluation of training; communicates analytical results of training area gaps effectively and actively suggests and ultimately helps share recommendations for improvement to leadership.
5%	Participates in workgroups to research and analyze problems; develops new policies and procedures related to UI program training; and provides recommendations to leadership on training issues.
5%	Evaluates innovative training methods and technologies for applicability to UI Branch training programs. Implements new methods and technologies in the Branch and participates in pilots.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist
Other: <i>Click here to enter text.</i>	
Type of Environment: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:	
Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input checked="" type="checkbox"/> Other: Interact with leaders and employees via email, phone, and in person.	

Civil Service Classification
Analyst I

Position Number
280-355-5157-xxx

5. SUPERVISION EXERCISED: (List total per each classification of employees)		
N/A		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Classification and Pay Group (CPG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	NW	3/10/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i>		
List any Reasonable Accommodations made: <i>Click here to enter text.</i>		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file