



State of California
DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department of Resources Recycling and Recovery
AFITS/Human Resources Section

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

RPA Number: 25-309	Classification Title: Analyst II	Position Number: 835-340-5393-702
Incumbent Name: Vacant	Working Title: Analyst II	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Branch: AFITS/HR	Section/Unit: Human Resources Branch Section 2/ Training & Development Unit	Reporting Location: Sacramento
Supervisor's Name: Darleen Gailbreath	Supervisor's Classification: Supervisor I	CBID: R-01
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☒ YES ☐ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement:

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.



Position Description:

The incumbent works under the direction of the Training and Development Unit Supervisor (Supervisor I), the Analyst II is responsible for the more technical varied and complex analytical and evaluative work of greater difficulty relating to a necessary for the coordination and administration of the department's training program. The analyst will perform a wide variety of analytical duties of difficulty related to the coordination, development, administration, and maintenance of the CalRecycle training program and Learning Management System. The Analyst II will be expected to independently process training requests and records; create and maintain training vendor contracts and training budgets; deliver and facilitate training courses; and exhibit professional business writing skills, professional presentation skills; and work cooperatively with peers, managers, and professional staff to meet the needs of the Training Unit and the department. Travel may be required by up to 5% per month.

Essential Functions (including percentage of time):

30%	Training Coordinator: Serves as a Training Unit subject matter generalist and independently provides consultation, guidance, and responses to CalRecycle employees, vendors, and others on inquiries related to training policies and procedures in-person and online. Interprets and explains training processes and policies to staff. Analyzes and interprets laws, rules, policies, procedures, and standards to ensure the Department is compliant with all relevant training requirements. Maintains and responds to communications from the Training Unit shared email box and categorizes, organizes, and files email messages and responses appropriately. Maintains accurate and complete training records in the relevant SharePoint and Teams file locations. Processes internal and external training requests. Creates, maintains, and administers spreadsheets to track training registration and costs. Assists the Department with the annual training budget and contacts CalRecycle program areas to determine training needs and funds. Proactively assigns CalRecycle staff mandatory training and tracks employee compliance with mandatory training requirements, preemptively sends follow-up correspondence to non-compliant employees, provides monthly compliance status reports, and assists in audit responses including providing records when needed for audits (including State Personnel Board audits). Maintains accurate records of training completion (including certificates) for CalRecycle staff. Reviews and updates processes and procedures for continual improvement. Schedules training dates, times, and locations (both on-site and online), and maintains the schedules for shared training rooms/venues. Creates and disseminates monthly training unit newsletters. Maintains operating proficiency in all typical training equipment. Attends meetings as required. Creates, maintains, and updates training process guides. Requires working in-person, on-site, at the CalRecycle Office headquarter location.
20%	Cornerstone Learning Management System (LMS) Administrator: Manages day-to-day LMS functions, including developing and disseminating learning objects, automated learning assignments, curricula, automated notifications, training completion, certifications, compliance tracking, updating in-house trainings, groups, and other system content; reviews and updates user profiles in coordination with CalRecycle IT. Performs system uploads to maintain accurate user and course data; creates and maintains Learning Object integrity. Updates LMS custom pages and training transcripts. Provides employee support, user guides, and training on using the LMS. Develops and delivers regular and ad hoc LMS reports. Maintains current knowledge of LMS features, functions, and limitations through independent research. Evaluates LMS capabilities, functions, and limitations to make recommendations to management for continual improvement. Maintains accurate LMS training records and provides them as needed. Independently troubleshoots and resolves LMS issues. Serves as the LMS contract manager.



20%	Training Developer and Presenter: Responsible for independently developing, planning, researching, delivering, and presenting a wide variety of training courses and training materials. Uses various software applications (including eLearning and video editing) to support training development. Works closely with CalRecycle staff to create, develop, and at times, contract out, for program area training needs. Develops, conducts, instructs, facilitates, and presents training courses, workshops, conferences, and sessions, both online and in-person. Schedules and communicates training locations, dates, times, ensures appropriate training resources and materials are available, tracks training attendance, and assists vendors and other training presenters. Determines effectiveness of training through evaluation tools and techniques such as surveys. Monitors training quality, reviews existing training for continual improvement, and modifies training and course content, as needed. Compiles, prepares, and submits required documents and reports. Requires working in-person, on-site, at the CalRecycle Office headquarter location, and at times, may require travel to other training locations.
20%	Training Contract Manager: Creates and maintains contract management correspondence, executed contracts, forms, templates, and ensures related contract documents are properly scanned and filed. Tracks, maintains, and monitors contract funds and training expenditures to ensure training needs are met and vendors are paid timely for training services by creating and submitting relevant documentation (i.e. Fi\$Cal requisition requests, purchase order requests, etc.). Provides ongoing review, management, and monitoring of contract budgets; contract term and deadlines and processes contract renewals, as needed, before the contract term expires. Ensures training contract deliverables are received by the dates specified in the contract. Creates and processes contract renewals and amendments by proactively contacting CalRecycle program areas to determine training needs and costs, coordinates with vendors to determine costs for training, creates contract documentation including Scope of Work, other exhibits, CalRecycle Form 670/19130(b) form, Contract Request Form 23, and Transmittal Approval Form 85 with data from the vendor and program areas. Creates and delivers contract and fund status reports to management as requested. Reviews, reconciles, and provides necessary documentation needed to process training invoices.
5%	Special Analytical Projects: Professionally completes difficult or complicated administrative and analytical tasks including audits and special assignments. Analyzes and interprets laws, rules, policies, procedures, and standards to ensure the Department is compliant with all relevant requirements and that the overall objective of the project or audit is achieved

Marginal Functions (Including a percentage of the time):

5%	Other Duties: Assisting with training logistics; facilitating meetings for department projects; creating and updating desk reference materials, guides, and resources for business continuity and succession planning; and assisting other Training and Development Unit team members in providing backup duties in case of illness, absence, or leave.
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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer, the ability to sit/stand at a desk, work in-person in an office environment around others and utilizing a phone. The position requires the ability to lift 20 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works 40 hours per week with a minimum of four (4) days on-site in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday and requires coverage in the office during CalRecycle core hours from 8am – 5pm. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Other (Explain below)

Explanation:



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 with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

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

**A 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.)*

Employee Name	Employee Signature	Date