

DUTY STATEMENT

DS 3022 (08/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
HUMAN RESOURCES BRANCH
TALENT ACQUISITION**

DUTY STATEMENT

JOB TITLE: ANALYST II**POSITION #:** 472-521-5393-908**EMPLOYEE:**

POSITION DESCRIPTION: Under direction of the Workforce Diversity Specialist, the Analyst II serves as the lead analyst for disability employment initiatives and workforce development programs designed to increase employment opportunities for individuals with intellectual and developmental disabilities (I/DD). The incumbent independently performs complex analytical, consultative, and project management assignments; develops and implements statewide employment initiatives; provides expert guidance on inclusive hiring practices; and serves as a subject matter expert on disability employment, accessibility, and workforce development.

SUPERVISION EXERCISED: None.**SUPERVISION RECEIVED:** Under the direction of the Workforce Diversity Specialist.**Essential Job Functions:**

- 35% Lead the planning, implementation, coordination, and evaluation of statewide employment initiatives that increase access to meaningful employment opportunities for individuals with intellectual and developmental disabilities. Independently provide individualized employment coaching and career planning services to individuals with I/DD, including guidance on career pathways, examinations, applications, Statements of Qualifications, resume development, interview preparation, and navigating the State of California hiring process. Serve as the department's subject matter expert and consultant on disability employment programs, accessibility, and inclusive recruitment strategies by providing technical assistance and policy interpretation to internal and external members.

- 30% Design, develop, and deliver comprehensive training programs, webinars, workshops, and resource materials for job seekers, hiring managers, Human Resources professionals, Regional Centers, educational institutions, and community organizations on disability employment, inclusive hiring practices, reasonable accommodation, accessibility, and workforce development. Develop, review, and recommend revisions to policies, procedures, guidance documents, training materials, and program resources to ensure compliance with applicable laws, regulations, and departmental objectives
- 30% Research, analyze, and interpret federal and state laws, regulations, executive orders, and departmental policies related to disability employment, equal employment opportunity, accessibility, and workforce development, and recommend policy and procedural improvements. Establish and maintain collaborative partnerships with state agencies, Regional Centers, community-based organizations, educational institutions, workforce development boards, advocacy organizations, and other employment opportunities to strengthen recruitment pipelines. Lead outreach strategies, career fairs, hiring events, and recruitment campaigns designed to increase awareness of State employment opportunities for individuals with disabilities and enhance the department's workforce diversity efforts. Collect, analyze, and interpret program metrics and workforce data to evaluate program effectiveness, identify trends, measure outcomes, and prepare executive reports and recommendations for leadership. Prepare executive-level correspondence, reports, presentations, issue papers, and briefing documents that communicate complex information clearly and support informed decision-making.

Marginal Job Functions:

- 5% Lead special projects, cross-functional workgroups, and strategic initiatives that improve employment services, increase operational efficiency, and support the departments workforce development goals. Provide consultation and recommendations to executive leadership regarding program performance, emerging workforce trends, disability employment best practices, and opportunities for continuous improvement. Other duties as assigned within the scope of the classification.

WORKING CONDITIONS:

Work performed in an open-spaced partitioned office environment. Requires using a computer and sitting for extended periods of time while reviewing and/or preparing documents.

This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Computer software programs including Microsoft Office, Outlook, Excel, Word, SharePoint, Teams, Zoom, and PowerPoint. Project management and tracking of documents, and calendars. General understanding of the state hiring process.

Ability to: Analyze and interpret applicable laws, policies, and procedures. Possess the ability to work independently, be comfortable with public speaking and deliver presentations via in-person or virtual platforms. Maintain constant and regular attendance; develop/maintain positive relationships with a variety of personnel within the Department, as well as outside state and local agencies; and must be able to maintain confidentiality.

CERTIFICATION OR LICENSE: None.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.

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**DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
HUMAN RESOURCES BRANCH
TALENT ACQUISITION**

DUTY STATEMENT

JOB TITLE: ANALYST I**POSITION #:** 472-521-5157-908**EMPLOYEE:**

POSITION DESCRIPTION: Under supervision of the Workforce Diversity Specialist, the Analyst I performs analytical, consultative, and program support activities to promote employment opportunities for individuals with intellectual and developmental disabilities (I/DD). The incumbent serves as a resource to applicants, employees, community partners, and hiring managers by providing employment-related guidance, training, and outreach to support inclusive hiring initiatives and workforce development.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Under the supervision of the Workforce Diversity Specialist.

Essential Job Functions:

- 30% Provide individualized one-on-one employment assistance to individuals with intellectual and developmental disabilities seeking employment with the State of California, including guidance on career exploration, examinations, job applications, Statements of Qualifications, resumes, interview preparation, and the state hiring process.
- 30% Develop, coordinate, and deliver training workshops, presentations, and informational sessions to individuals with disabilities, community organizations, educational institutions, Regional Centers, and other state employment opportunities, disability employment programs, and workforce resources.
- 25% Serve as a liaison between applicants, hiring managers, Human Resources staff, and external partners to facilitate communication, remove barriers to employment, and promote equitable hiring practices. Research, analyze, interpret, and apply state laws, rules, regulations, policies, and procedures related to recruitment, employment, disability inclusion, accessibility, and equal employment opportunity. Coordinate outreach activities, career fairs, hiring events, and employment workshops to increase awareness of Department career opportunities and strengthen partnerships with community organizations and educational institutions.

- 10% Monitor participant progress, maintain confidential records, collect and analyze program data, prepare reports, and evaluate program effectiveness to support continuous improvement and performance outcomes. Respond to inquiries from applicants, employees, and community by providing accurate and timely information regarding employment programs, recruitment resources, and available accommodations. Prepare correspondence, reports, briefing materials, training resources, and other written documents using Microsoft Office applications and other technology platforms.

Marginal Job Functions:

- 5% Participate in special projects and workgroups related to workforce development, disability employment initiatives, accessibility, and inclusive hiring practices. Recommend process improvements that enhance customer service, increase program efficiency, and improve employment outcomes for individuals with intellectual and developmental disabilities. Other duties as assigned within the scope of the classification.

WORKING CONDITIONS:

Work performed in an open-spaced partitioned office environment. Requires using a computer and sitting for extended periods of time while reviewing and/or preparing documents.

This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Computer software programs including Microsoft Office, Outlook, Excel, Word, SharePoint, Teams, Zoom, and PowerPoint. Project management and tracking of documents, and calendars. General understanding of the state hiring process.

Ability to: Analyze and interpret applicable laws, policies, and procedures. Possess the ability to work independently, be comfortable with public speaking and deliver presentations via in-person or virtual platforms. Maintain constant and regular attendance; develop/maintain positive relationships with a variety of personnel within the Department, as well as outside state and local agencies; and must be able to maintain confidentiality.

CERTIFICATION OR LICENSE: None

JOB TITLE: ANALYST I

POSITION #: 472-521-5157-908

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.