

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst I	<i>Policy Analyst</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-380-5157-725
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
BPAC/Policy Unit	Doris Pires
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Central Office Workforce Services Division	Supervisor I
BRANCH:	REVISION DATE:
Workforce Services Branch	1/1/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ 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.)	
Occasional travel throughout California and overnight stays.	
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 at times under the guidance of a lead Analyst II, the Analyst I performs a variety of the less complex analytical functions and provides the completed staff work required to assist in policy guidance, interpretation, clarification, and technical assistance to internal and external customers. This includes conducting in-depth analysis, preparing policy guidance, legislative bill analysis and providing technical assistance related to the Workforce Innovation and Opportunity Act. The Analyst I must possess excellent analytical, organizational, verbal/written communication skills and be proficient at building strong partnerships with internal and external stakeholders. Maintains flexibility, adaptability to change, professionalism and the ability to respond to short turnaround deadlines. The Analyst I demonstrates the ability to work independently, as well as in a group setting, and maintains effective and ongoing communication with management. Keeps management informed of the progress of projects and assignments.	

Civil Service Classification

Analyst I

Position Number

280-380-5157-725

Percentage of Duties	Essential Functions
35%	- Assists with a variety of activities and responsibilities of the unit, while ensuring compliance with applicable policies, laws, and regulations related to the federal Workforce Innovation and Opportunity Act (WIOA). Assists the Supervisor I or the Analyst II with researching and analyzing federal and state guidance, including the Department of Labor Employment and Training Administration, the Office of Management and Budget's Uniform Guidance, and other state laws and policies. Reviews, analyzes, and produces written administrative policy guidance for the state's administration of the WIOA. With guidance from the Supervisor I or the Analyst II, collaborates with internal and external stakeholders, including management and executive leadership to identify needs, goals and objectives, and gather information to prepare documents for management review and disseminate guidance to the workforce community through Directives and Information Notices. - Collaborates with the California Workforce Development Board to assist with coordinating responses related to the WSB's workforce-related programs and services for the California's Unified Strategic Workforce Development Plan. - Briefs management on the less complex subject matter issues resulting from U.S. Department of Labor guidance, changes in federal or state legislation, compliance issues, or auditor findings.
35%	- Assists with tracking proposed federal and state legislation on behalf of the Workforce Services Branch, and in the development of legislative bill analysis, including analyzing, gathering, and compiling information. - With guidance from the Supervisor I or the Analyst II, analyzes and prepares detailed analysis of proposed federal or state legislation impacting the Workforce Services Branch's programs and services. Coordinates with subject matter experts to gather information and data and provides guidance and advice to identify issues and concerns. Produces a comprehensive analysis, identifying the key program and operational impacts of the proposed legislation, budgetary concerns, and a recommended branch position. - Serves as the liaison between the WSB and Legislative Affairs Branch on all legislative and constituent inquiries, including but not limited to, legislative proposals, legislative implementation, and legislative letters. Researches and responds to constituent inquiries.
15%	Researches and responds to the less complex WIOA technical assistance questions and requests for information from internal and external stakeholders, such as EDD staff and the workforce development community.
10%	Participates as a member of the team to brainstorm, develop solutions, and provide recommendations in response to work assignments.
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33% Sitting: Continuously - activity occurs > 66%	

Civil Service Classification

Analyst I

Position Number

280-380-5157-725

Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment				
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist				
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Not Applicable - activity does not exist				
Other: <i>Click here to enter text.</i>					
Type of Environment: ☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:					
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:					
5. SUPERVISION EXERCISED: (List total per each classification of staff)					
None					
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					
☐ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">CPG Analyst Initials</td> <td style="width: 50%; padding: 5px;">Date Approved</td> </tr> <tr> <td style="padding: 5px;">YS</td> <td style="padding: 5px;">2/13/2026</td> </tr> </table>	CPG Analyst Initials	Date Approved	YS	2/13/2026
CPG Analyst Initials	Date Approved				
YS	2/13/2026				
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:					

Civil Service Classification

Analyst I

Position Number

280-380-5157-725

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 II	<i>Policy Analyst</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-380-5393-725
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
BPAC/Policy Unit	Doris Pires
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Central Office Workforce Services Division	Supervisor I
BRANCH:	REVISION DATE:
Workforce Services Branch	12/26/2025
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ 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.) Occasional travel throughout California and overnight stays.	
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 performs the full range of associate-level analytical work, independently collaborates with internal and external customers, and is responsible for performing the more varied and complex technical work within the Policy Unit. This includes preparing policy guidance, legislative bill analysis and providing technical assistance related to the Workforce Innovation and Opportunity Act. The Analyst II must possess excellent analytical, organizational, verbal/written communication skills and be proficient at building strong partnerships with internal and external stakeholders. Maintains flexibility, adaptability to change, professionalism and the ability to respond to short turnaround deadlines. Keeps management informed of the progress of projects and assignments. Additionally, the Analyst II shall represent the Workforce Services Branch or Policy Unit on workgroups or meetings that pertain to the Branch's workforce-related programs. The Analyst II may serve in a lead role for less experienced analysts.	

Civil Service Classification

Analyst II

Position Number

280-380-5393-738

Percentage of Duties	Essential Functions
35%	- Independently performs the more complex activities and responsibilities of the unit, while ensuring compliance with applicable policies, laws, and regulations related to the federal Workforce Innovation and Opportunity Act (WIOA). Research and analyze federal and state guidance, including the Department of Labor Employment and Training Administration, the Office of Management and Budget's Uniform Guidance, and other state laws and policies. Review, analyze, and produce written administrative policy guidance for the state's administration of the WIOA. Independently or in a lead capacity, collaborates with internal and external stakeholders, including management and executive leadership to identify needs, goals, and objectives, and gather information to prepare documents for management review and disseminate guidance to the workforce community through directives and information notices. - Collaborates with the California Workforce Development Board to coordinate and assist with responses related to the WSB's workforce-related programs and services for the California's Unified Strategic Workforce Development Plan. - Briefs management on complex issues resulting from U.S. Department of Labor guidance, changes in federal or state legislation, compliance issues, or auditor findings.
35%	- Tracks proposed federal and state legislation on behalf of the Workforce Services Branch. Coordinates the development of legislative bill analysis, including analyzing, gathering, and compiling information. - Analyzes and prepare detailed analysis of proposed federal or state legislation impacting the Workforce Services Branch's programs and services. Coordinate with subject matter experts to gather information and data and provide guidance and advice to identify issues and concerns. Produce a comprehensive analysis, identifying the key program and operational impacts of the proposed legislation, budgetary concerns, and a recommended branch position. - Serves as the liaison between the WSB and Legislative Affairs Branch on all legislative and constituent inquiries, including but not limited to, legislative proposals, legislative implementation, and legislative letters. Research and respond to constituent inquiries.
15%	Independently research and respond to the more complex WIOA technical assistance questions and requests for information from internal and external stakeholders, such as EDD staff and the workforce development community.
10%	- May act as a lead to less experienced Policy Unit Analysts to provide peer-to-peer mentoring, training, and guidance on unit work tasks or products, as necessary. - Leads and/or participates as a member of the team to brainstorm, develop solutions, and provide recommendations in response to work assignments.
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

Civil Service Classification
Analyst II

Position Number
280-380-5393-738

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

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

Other: *Click here to enter text.*

Type of Environment:

☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:

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:

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

None

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

☐ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	YS	8/19/2026

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:

Civil Service Classification
Analyst II

Position Number
280-380-5393-738

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