

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	Compliance Monitoring Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-316-5393-XXX
SECTION/UNIT:	SUPERVISOR'S NAME:
Compliance Review Office, Compliance Monitoring Section, Unit #	<i>Click here to enter text.</i>
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Audit and Evaluation	Supervisor I
BRANCH:	REVISION DATE:
Labor Data and Compliance	12/16/2025
Duties Based on: ☒ Full Time ☐ Part Time – Fraction _____ ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☒ Conflict of Interest Filing (Form 700) Required ☐ Call Center/Counter Environment ☒ May be Required to Work in Multiple Locations ☒ Requires Fingerprinting & Background Check ☐ Requires DMV Pull Notice ☐ Bilingual Fluency (<i>specify below in Description</i>) ☒ Travel May be Required ☒ Other (<i>specify below in Description</i>)	
Description of Position Requirements (<i>e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i>): Requires up to 25 percent overnight statewide travel.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Under the direction of the Supervisor I, the Analyst II acts independently, as both team leader and team member, to conduct complex ongoing fiscal and program monitoring of Local Workforce Development Areas (LWDA) and other grant recipients to ensure that their policies, procedures, and operations established to achieve program quality and outcomes meet the objectives of and comply with all applicable federal and state laws, regulations, and policies, including the Workforce Innovation and Opportunity Act (WIOA), and other non-WIOA programs. Results of the monitoring, including recommendations for program improvements, are communicated to LWDAs, grantees, and if the need arises, to management and external agencies such as the Department of Labor, and affected local government agencies. The incumbent may also act as a resource person on various workgroups or be assigned to provide technical assistance or staff support to the Audit and Evaluation Division, Compliance Review Office (CRO), or other Employment Development Department (EDD) staff. In addition, the incumbent exhibits open-mindedness, flexibility, and tact; ability to multi-task; demonstrates personal skill and initiative in communications and work habits; completes assignments in a timely and efficient manner within the form and format prescribed by the Audit and Evaluation Division, Compliance Review Office (CRO); and adheres to EDD policies regarding attendance, leave, conduct and appearance. Requires up to 25 percent overnight statewide travel.	

Civil Service Classification

Analyst II

Position Number

280-316-5393-XXX

Percentage of Duties	Essential Functions
35%	The incumbent has the ability to reason logically and creatively, independently designs and conducts monitoring activities, analyzes complex issues and data, as well as develops and prepares monitoring designs, monitoring guidelines (including time budgets and milestone dates) and data-collection instruments for monitoring California LWDA's and other grant recipients as follows: Independently analyzes and interprets complex data to determine (1) compliance with applicable federal and state rules, regulations, and contract provisions governing operations of WIOA, (2) whether LWDA's and other grant recipients have established and maintained systems of internal, administrative, and accounting controls including accounting systems that record receipts and disbursements in accordance with governmental accounting standards, (3) whether LWDA's are meeting established program goals in order to ensure that program quality and outcomes are achieved, and (4) whether monitoring findings as well as findings of audits and reviews performed by federal organizations and other state entities have been closed properly.
30%	Independently summarizes preliminary results and communicates them to CRO management; information and analyzed data is entered and uploaded into auditing software within the CRO software system; research and develop finding(s) and identifies problems or deficiencies, their causes, and their effects, as well as develops alternatives and recommendations for solving the problems; prepares written reports that are clear, concise, complete and within established deadlines; upon submission of final reports, clarifies any questions that may arise; prepares written correspondence to LWDA's, other grant recipients, and other interested parties that provide information regarding the monitoring process including schedules for monitoring reviews and entrance and exit conferences; and performs the necessary follow-up activities to close monitoring findings.
20%	Independently provides limited onsite technical assistance as needed and refers LWDA and other grant recipient staff to the appropriate Workforce Services Branch staff for technical assistance when necessary; works in coordination, as necessary, with the appropriate Workforce Services Branch staff to resolve internal issues; interacts with technical assistance/case management/policy staff for clarification of questions and issues; and makes effective written and oral presentations of findings and recommendations to peers and all levels of management.
10%	Acts as team leader when assigned and recommends work assignments for other team members; coordinates on-site visits; ensures data-collection and data analysis are accomplished in accordance with approved monitoring designs and guidelines; and monitors progress and advises supervisor of status of monitoring activities.
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: Occasionally - activity occurs < 33%	

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Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%	
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%	
Other:		
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		
Supervision Exercised: May act as lead.		
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: <i>Click here to enter text.</i>		
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: <i>Click here to enter text.</i>		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Classification & Pay Group (C&P) Approval		
☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, 625 on file.	C&P Analyst initials	Date approved
	JMB	8/25/2026
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: <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)

Civil Service Classification

Analyst II

Position Number

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- 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	Compliance Monitoring Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-316-5157-XXX
SECTION/UNIT:	SUPERVISOR'S NAME:
Compliance Review Office, Compliance Monitoring Section, Unit I	<i>Click here to enter text.</i>
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Audit and Evaluation Division	Supervisor I
BRANCH:	REVISION DATE:
Labor Data and Compliance	12/16/2025
Duties Based on: ☒ Full Time ☐ Part Time – Fraction _____ ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☒ Conflict of Interest Filing (Form 700) Required ☐ Call Center/Counter Environment ☒ May be Required to Work in Multiple Locations ☒ Requires Fingerprinting & Background Check ☐ Requires DMV Pull Notice ☐ Bilingual Fluency (<i>specify below in Description</i>) ☒ Travel May be Required ☒ Other (<i>specify below in Description</i>)	
Description of Position Requirements (<i>e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i>): Requires up to 25 percent overnight statewide travel.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Under the supervision of the Supervisor I, or under the direction of a team leader, the Analyst I performs the less complex fiscal and program monitoring of the smaller Local Workforce Development Areas (LWDA) and other grant recipients to ensure that their policies, procedures, and operations established to achieve program quality and outcomes meet the objectives of and comply with all applicable federal and state laws, regulations, and policies, including the Workforce Innovation and Opportunity Act (WIOA). The incumbent also assists in making recommendations to the supervisor or team leader for program improvements resulting from program monitoring and may participate as a member of various workgroups. The incumbent is expected to utilize a variety of analytical techniques to resolve problems, develop, and evaluate alternatives, and to accept increasing levels of responsibility. The incumbent has the ability to reason logically. In addition, the incumbent demonstrates personal skill in communications and work habits; has the ability to multitask; completes assignments in a timely and efficient manner within the form and format prescribed by the Audit and Evaluation Division, Compliance Review Office (CRO); and adheres to Employment Development Department policies regarding attendance, leave, conduct, and appearance. Requires up to 25 percent overnight statewide travel.	

Civil Service Classification

Analyst I

Position Number

280-316-5157-XXX

Percentage of Duties	Essential Functions
45%	Assists the supervisor or journey-level analyst in the lesser complex designing and conducting monitoring activities, as well as developing and preparing monitoring designs, monitoring guidelines (including time budgets and milestone dates), and data-collection instruments for monitoring California LWDA's and other grant recipients as follows: The analyst collects, analyzes, and interprets data to determine: (1) compliance with applicable federal and State rules, regulations, and contract provisions governing operations of WIOA; (2) whether LWDA's and other grant recipients have established and maintained systems of internal, administrative, and accounting controls including accounting systems that record receipts and disbursements in accordance with governmental accounting standards; (3) whether LWDA's are meeting established program goals in order to ensure that program quality and outcomes are achieved, and (4) whether monitoring findings as well as findings of audits and reviews performed by federal organizations and other State entities have been closed properly.
35%	Summarizes preliminary results and communicates them to CRO management: enters information into auditing software and uploads the information into CRO software systems; researches and develops findings and identifies problems or deficiencies, causes and effects, as well as develops alternatives and recommendations for solving problems; prepares written reports that are clear, concise, complete and timely; upon submission of final reports, clarifies any questions that may arise; prepares written correspondence to LWDA's, other grant recipients, and other interested parties that provide information regarding the monitoring process including schedules for monitoring reviews and entrance and exit conferences; and performs the necessary follow-up activities to close monitoring findings.
15%	Provides limited onsite technical assistance as needed and refers LWDA and other grant recipient staff to the appropriate Workforce Services Branch staff for technical assistance when necessary; works in coordination, as necessary, with the appropriate Workforce Services Branch staff to resolve internal issues, and interacts with technical assistance/case management/policy staff for clarification of questions and issues; and makes effective oral presentations of findings and recommendations to peers and all levels of management.
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: Occasionally - activity occurs < 33%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other:	
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	

Civil Service Classification
Analyst I

Position Number
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☒ Required to assist customers on the phone ☒ Required to assist customers in person
☐ Other:

5. SUPERVISION

Supervision Exercised: 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: *Click here to enter text.*

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: *Click here to enter text.*

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Classification & Pay Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.

C&P Analyst initials

Date approved

☐ Exceptional allocation, 625 on file.

JMB

1/6/2026

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:

Click here to enter text.

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