

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 830-407-5393-804	Date:
Class: Analyst II	Name:
Under the direction of the of the Supervisor I, the incumbent performs complex analytical and consultative duties in support of the Women Veterans Division (WVD), exercising a high degree of independence. The incumbent is responsible for evaluating, developing, and improving programs, policies, and outreach strategies that serve women veterans statewide. Assignments require independent judgment to analyze program effectiveness, develop recommendations, and coordinate with internal and external stakeholders. The incumbent serves as a program subject matter expert and provides consultative support to leadership on outreach, training, communications, and program development initiatives that influence division operations and strategic direction.	
% of time performing duties:	ESSENTIAL FUNCTIONS
25%	Program Analysis, Training Development, and Evaluation Independently analyze program needs and develop training strategies aligned with the mission and goals of the Women Veterans Division. Design, implement, and evaluate training programs, including webinars, in-person training, and public presentations for women veterans, stakeholders, elected officials, and partner organizations. Develop and administer surveys, assessments, and feedback tools to evaluate program effectiveness. Analyze qualitative and quantitative data to identify trends, measure outcomes, and develop recommendations for continuous program improvement. Develop and adapt training content for use across CalVet divisions and programs, ensuring alignment with departmental objectives and audience-specific needs.
25%	Outreach Program Development and Stakeholder Engagement Analyze and evaluate outreach programs to expand engagement with women veterans. Develop and implement outreach strategies, including the creation and dissemination of informational and promotional materials. Maintain and analyze program data systems, including the Women Veterans Roster, to ensure data integrity and usability for program evaluation. Track outreach performance metrics and develop data-driven recommendations to improve effectiveness. Serve as a liaison with internal and external stakeholders, including governmental agencies, community-based organizations, and service providers. Coordinate and facilitate meetings, training, and collaborative initiatives. Represent the Division and CalVet at meetings, conferences, and public events, as assigned. Travel statewide to support outreach activities, meetings, and engagements at CalVet Veterans Homes and partner sites, and ensure timely completion and submission of all required travel documentation in accordance with departmental policies.
20%	Program Planning, Event Coordination, and Administrative Analysis Lead the planning, coordination, and evaluation of program activities and events. Develop project timelines, work plans, and logistical frameworks to ensure effective implementation. Analyze operational needs related to program delivery and events, and coordinate resources accordingly. Develop and maintain procedures and documentation to ensure program continuity, consistency, and accountability. Perform administrative and fiscal analysis functions, including processing and tracking

15% 10%	contracts, purchases, and service orders through FI\$Cal and other systems. Evaluate processes and recommend improvements to enhance efficiency and effectiveness. Communications Strategy and Content Development Develop, implement, and evaluate communication strategies that support program objectives. Create, review, and manage content for digital and print platforms. Monitor engagement metrics and analyze communication effectiveness to inform recommendations and improve outreach impact. Maintain and update the division's website to ensure accuracy, accessibility, and alignment with program goals. Veteran Services Support and Data Analysis Provide information and referrals to veterans and their families regarding available services and resources. Analyze demographic and program data related to women veterans, including trends by gender, race, era, and geographic region. Apply data analysis to inform outreach strategies, program planning, and recommendations that improve access to services and program outcomes.
NON-ESSENTIAL FUNCTIONS	
5%	Perform other related duties as assigned.
SPECIAL REQUIREMENTS / WORKING CONDITIONS	
	This position requires occasional statewide travel, including overnight stays, to support outreach events, meetings, and training activities. The incumbent must be able to travel independently to various locations, including CalVet Veterans Homes and partner sites. The incumbent is responsible for completing and submitting all required travel documentation, including travel expense claims, advances, and supporting receipts, in accordance with departmental policies, procedures, and established timelines.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Requi red	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Computer work, document review.					X
HEARING: Communication with staff/public.					X
SPEAKING: Meetings, presentations.					X
WALKING: Office and event environments.			X		
SITTING: Workstation, meetings, training.					X
STANDING: Events, document handling.			X		
BALANCING:		X			
CONCENTRATING: Analysis, research					X
COMPREHENSION: Policies, procedures, data.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules, and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Keyboard, phone use.					X
REACHING: Equipment use.				X	
CARRYING: Documents/materials.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier and access low file drawers.			X		

KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Documents, materials.					X
DRIVING: Meetings, outreach, events.		X			
OPERATING EQUIPMENT: Computer, office equipment.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed in this Duty Statement, and I can perform these duties with or without reasonable accommodation.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Human Resources Signature _____ Date _____