

☒ Current ☐ Proposed

Classification Title Staff Personnel Program Analyst	Division/Unit Personnel Management Division/Training Unit
Working Title Training Consultant	HQ Designation CalHR Sacramento
Position Number 363-600-5313-006	Date Prepared 08/06/2026
Name	Effective Date

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under the general direction of the Personnel Program Manager II, the Staff Personnel Program Analyst executes training objectives and consultative services within the Personnel Management Division. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

Percentage	(O) / (V)	Essential Job Duties
40%	OV	Training Implementation Administer instructor-led training to state employees statewide using the training platform identified during the assessment and development phase to meet the training objectives of the Personnel Management Division, as needed. Conduct department-specific training sessions upon request, utilizing the appropriate training platform to address identified training needs.
30%	OV	Training Assessment and Development Analyze Human Resources subject areas aligned with the Personnel Management Division's mission around classification

		and compensation to determine training needs, using completed staff work as appropriate. Collaborate with Personnel Management Division subject matters experts and CalHR Divisions to ensure training content adheres to adult learning principles, Government Code, California Code of Regulations, departmental policies, and best practices as information evolves. Design Human Resources training by developing course storyboards based on analysis, research, and subject matter expert input prior to course development. Stay current on training methodologies and instructional design trends to support effective delivery across multiple formats. Develop engaging and interactive training content in eLearning, in person, and virtual formats using tools such as Articulate 360, Microsoft Office, or other appropriate platforms to enhance the Personnel Management Division's course catalog.
15%	OV	Training Collaboration and Evaluation Ensure all training content is reviewed and vetted for accuracy through peer and management review prior to implementation. Evaluate training offerings to maintain relevance and effectiveness using course evaluations, historical data, applicable laws, regulations, policies, and alignment with CalHR's mission as changes occur or at minimum on an annual basis. Collaborate with the CalHR Workforce Development Training Development Section to ensure trainings are developed in the Department's CalLearns Learning Management System (LMS) and advertised on CalHR's website upon completion of each training topic. Communicate with the CalHR Workforce Development Training Development Section to coordinate training logistics, including scheduling and department-specific training requests, using available communication tools in a timely manner.
15%	OV	Consultative Services Confer with line department representatives to identify management issues, address current needs, and convey CalHR's management philosophy using effective communication skills. Provide professional personnel management services to partners, stakeholders, and customers, including state departments, CalHR staff, the Governor's Office, the Legislature, and other central agencies, in accordance with Human Resources principles. Serve as a consultant to the Labor Relations Division in support of union negotiations, administration, and implementation of labor agreements. Perform special projects, as assigned, to support the core work of the Personnel Management Division.

Supervision Received

The Staff Personnel Program Analyst reports directly to the Personnel Program Manager II; however, direction and assignments may also come from the Division Chief or the Personnel Program Advisor.

Supervision Exercised

None.

Special Requirements/Desirable Qualifications

The incumbent requires excellent computer skills (Word and Excel) writing and analytical skills; the ability to work independently and to communicate (verbal/written) clearly, concisely, and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility and meet deadlines; and ability to manage multiple projects with multiple time frames. This position requires the ability to work under pressure to meet deadlines. The incumbent is required to have a broad knowledge of various laws, rules, policies, and procedures in multi-disciplined staff services areas; exercise a high degree of good independent judgment; communicate effectively; and easily adapt to changing priorities.

The Desirable Qualifications:

- Strong experience in developing, delivering, and evaluating training programs for state employees.
- Excellent oral and written communication skills; able to convey complex information clearly, concisely, and accurately to diverse audiences.
- Extensive experience related to classification and compensation, performance management and progressive discipline, and the merit system.
- Ability to exercise a high degree of initiative.
- Ability to effectively manage multiple priorities.

CalHR employees are expected to model and support CalHR Core Values.

Working Conditions

The duties of this position are performed indoors at the 1515 "S" Street building. The employees' workstation is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR's Telework Policies.

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*An RA 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 their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Name	Date