

DUTY STATEMENT



☒ **CURRENT**
☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Analyst II		WORKING TITLE Funding Team Analyst		
PROGRAM NAME Division of Apprenticeship Standards			UNIT NAME Funding Unit	
ASSIGNED SPECIFIC LOCATION 1750 Howe Ave. Ste 350, Sacramento, CA 95825			POSITION NUMBER 400 – 705-5393-044	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

The Analyst II (Analyst) works under the direction of the Supervisor I and is responsible for performing a variety of complex consultative, technical, and analytical staff services tasks. Tasks include program evaluation and planning, system development, and other related work. The Analyst develops and administers funding opportunities and grant solicitations by formulating and updating procedures, performs funding and grant application evaluations, implement and conduct training, and making recommendations on program-related problems. The Analyst must exercise independent judgement and discretion, coordinating projects involving members of the Funding Team and other staff with Division of Apprenticeship Standards (DAS) and Department of Industrial Relations (DIR).

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
35%	Acts as the team lead for the review and evaluations of California Apprenticeship Council Training Funds (CAC-TF) reimbursement applications within the Funding Team. Supports the Funding team by researching information and answering questions about specific processes or applications. Reviews the application tracker to make sure data is current and accurate for reporting and recommendation purposes. Creates applicant mailing lists and eligibility notifications using data from California Apprenticeship Council (CAS) reports. Creates applicant invoices based on the review and analysis of completed applications. Coordinates with Accounting, the State Controller's Office, and funding applicants to ensure information in invoices and the state fiscal database are accurate and identifies any inaccuracies. Coordinates with involved parties to make any necessary corrections. Develops written procedures and guidance instructions for the evaluation of applications by staff, and for the completion and submission of applications by applicants. Formulates and updates procedures regarding evaluations of applications.
35%	Acts as the Team lead for the reconciliation process of CAC-TF contribution checks and related documents to evaluate and ensure compliance with Labor Code §1777.5 and Title 8 of the California Code of Regulations. Reviews the incoming batches of payments and divides them for reconciliation among the Funding Team. Makes recommendations to the Supervisor I about how best to balance this workflow by monitoring the number of payments received and amount of completed reconciliations. Supports the work of the other members of the Funding Team on

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	this project by reviewing, analyzing and processing overflow reconciliations. Assists Funding team members on how to navigate through the review and analysis of challenging reconciliations. Updates the spreadsheet to track training fund contribution documents submitted with payments and works on reconciliations involving especially challenging documentation. Reviews and analyzes reconciliation data including number of checks processed and amount of funding received and creates reports as requested by the Supervisor I to provide work status and identify processing gaps. Evaluates the processes involved, formulates and develops written procedures and instructions, and provides recommendations to the Supervisor I for the improvement of these processes.
15%	Coordinates with the DIR Budget and Accounting Divisions to gather, consolidate and share information on related processes, approval and tracking of financial and program data and reporting information to comply with grant requirements or requests from the U.S. Department of Labor (DOL), the DIR Director, the Labor & Workforce Development Agency (LWDA) Secretary, the Governor's Office, legislative members, and other internal and external customers.
10%	Provides support to the Funding Team for the operational tasks for CAC TF payments by processing refund requests, responding to correspondence in the DIR DAS Training Fund inbox, and processing complex payments that require forwarding. Answers complex questions from members of the Funding Team and provides training to team members on various processes. Reviews the documentation for these operational processes to ensure they are current, and recommends process improvements to the Supervisor I. Assists to implement recommended changes within the Funding Team.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other related duties as assigned including, but not limited to: assistance on special work teams and projects/initiatives, work in other functional areas to provide coverage during absences, to equalize peak work periods or to otherwise balance the workload.

Conduct, Attendance, and Performance Expectations

The Analyst shall possess the general qualifications of the position and be able to perform their duties with integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. The Analyst must maintain acceptable, consistent and regular attendance; communicate effectively, in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct. The Analyst regularly requires detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies, and procedures. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

The Analyst is expected to communicate effectively with team members and program leaders and to foster a culture that supports the mission and vision of DAS.

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Willingness to work in a "team oriented" environment. Ability to analyze, communicate effectively, exceptional interpersonal skills, well organized with close attention to detail, ability to work independently and use good judgment, good attendance, competent computer skills and/or the ability/desire to advance.

Supervision Received

The Analyst reports directly to and receives the majority of assignments from the Supervisor I but may receive direction and assignments from the Supervisors II/III, Area Administrator, Deputy Chiefs or Chief of the DAS.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The Analyst works 40 hours per week in an office setting, air conditioned, multiple floor building with elevator access, cubicle with natural and artificial lighting. Requires frequent use of a computer and cell phone and tolerate typical office/vehicle noise and/or vibration. Telework may be available and will follow State telework policy.

Special Requirements/Other Information

Physical Abilities

The Analyst will utilize a computer, telephone, and other office equipment such as copiers and scanners are necessary. The Analyst should have the ability to move and transport office items in a safe manner.

Additional Requirements/Expectations

The Analyst must work in a professional manner and establish cooperative working relationship with others.

Personal Contacts

The Analyst will interact with the public, program sponsors, employers, other governmental agencies, and all levels of the division employees regarding sensitive and confidential information and documents.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

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Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date