

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Analyst II		WORKING TITLE Training Analyst		
PROGRAM NAME Office of Administrative Services			UNIT NAME Training Development and Delivery Unit	
ASSIGNED SPECIFIC LOCATION Sacramento			POSITION NUMBER 400-119-5393-225	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No

General Statement

Under the direction of the Supervisor I, the incumbent is responsible for a variety of analytical and program support functions related to the delivery and administration of Office of Administrative Services (OAS) training activities. This includes developing and delivering training, coordinating logistics, ensuring employee compliance with training mandates, and developing and administering training-related contracts for the Department of Industrial Relations (DIR). Specific duties include, but are not limited to the following:

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%	Training Development and Delivery Develops and leads various aspects of DIR training activities. Prepares, designs, develops, and evaluates a variety of training material for both classroom and web-based training, such as agendas, course syllabi, lesson plans, content, materials, handouts, exercises, hypotheticals, icebreakers, templates, desk procedures, workbooks, PowerPoint presentations, videos, and other relevant material. Delivers classroom and web-based training for DIR employees that addresses specific learning objectives, follows generally accepted adult learning methods, and accommodates different learning styles. Ensures courses provide a value-added experience for DIR employees. Serves as the training organizer responsible for responding to training related questions (pre and post enrollment). Performs all aspects of coordinating logistics of department training, such as, scheduling, preparing and sending training availability announcements to all employees and provides necessary information about training sessions, track and monitors participant completions, ensures completion of prerequisites trainings are completed (if applicable).
30%	Training Compliance Evaluates and recommends training courses and materials to ensure DIR adheres to compliance training requirements in accordance with State and DIR policies and statutory mandates. Oversee the negotiation, solicitation, procurement, and contract maintenance for delivery of needed compliance training. Analyzes and develops less complex compliance policies, procedures, and measures in consultation with

DUTY STATEMENT



	management Reviews outreach and marketing regarding mandatory training requirements to meet levels of compliance established in performance measures.
15%	Contract Development and Monitoring Oversees development and administration of training-related contracts. Assists in developing statement of work and reviews contract bid proposals. Interacts with vendors and consults with customers to meet targeted needs and ensure value for DIR. Leads collaborative efforts with OAS staff on assigned contracts. Reviews and approves vendor invoices and ensures invoices comply with the terms of the contract. Prepares contract amendments for cost and terms.
15%	Report Development and Generation Develops standardized training reports from DIRLearns, Learning Management System, and other external systems to assess usage and status of DIR's training program. Develops reports upon management request. Evaluates and synthesizes data to determine employee training compliance with mandatory training requirements, analyzes employee training demographics, and monitors the use of various learning systems to identify training needs, trends, and potential issues or deficiencies in the delivery of training. Where deficiencies are found, develops and presents recommendations and plans for appropriate action to management.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other related duties as assigned, including, but not limited to, serving on committees, special work teams, and task forces related to administrative services and Department activities; reviewing, evaluating, reporting on the effectiveness of, and recommending revisions to administrative practices, procedures, and policies; and assisting in developing documents and materials as recommended by management.

Conduct, Attendance, and Performance Expectations

The incumbent is expected to adhere to Department policies, rules, and procedures; submit administrative requests, including leave, overtime, travel, and training in a timely and appropriate manner; accurately report time; and submit timesheets by the due date.

This position is full-time. The incumbent is expected to work 40 hours a week and is required to maintain consistent and regular attendance, be dependable, communicate effectively (both orally and in writing) in dealing with the public and/or other employees, maintain confidentiality due to the sensitive nature of the assignments, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and complete assignments in a timely and efficient manner.

Supervision Received

The Analyst II is supervised by the Supervisor I and may also receive assignments from the Manager I, or the Chief of Human Resources.

Supervision Exercised

DUTY STATEMENT



None

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

Work Environment

The incumbent works in an office setting with artificial light and temperature control. The incumbent is required to work extensively on the computer, as necessary, for email communication, research, drafting training documents, and other purposes.

Special Requirements/Other Information

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels, both within and outside DIR, to complete work assignments. The incumbent must demonstrate the ability to research, interpret, and apply laws, rules, bargaining unit contracts, practices, and principles governing the State's training requirements, and analyze data and provide recommendations and/or feedback to all levels of staff, both within and outside State civil service. The incumbent must exercise the ability to reason logically and analyze data to reach accurate and defensible conclusions and complete assigned work and review for accuracy.

Physical Abilities

Being in a stationary position for long periods of time. The Incumbent must have the ability to use a computer, telephone, and other office equipment, such as copiers and scanners, is necessary. The incumbent may occasionally be required to travel by car or airplane. No other specific physical abilities are required.

Additional Requirements/Expectations

None

Personal Contacts

The incumbent has frequent contact with staff at all levels within the Department, as well as external stakeholders, staff at other State agencies, including the State Personnel Board and the California Department of Human Resources, and contractors and subcontractors.

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

DUTY STATEMENT



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.

Supervisor Name	Supervisor Signature	Supervisor Sign Date
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HUMAN RESOURCES OFFICE APPROVAL

JV	4/10/2026
C&S Analyst Initials	Approval Date

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CIVIL SERVICE CLASSIFICATION Analyst I		WORKING TITLE Training Analyst		
PROGRAM NAME Office of Administrative Services			UNIT NAME Training Development and Delivery Unit	
ASSIGNED SPECIFIC LOCATION Sacramento, CA			POSITION NUMBER 400 – 119-5157-XXX	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No

General Statement

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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%	Training Development and Delivery Assists in the development and administration of various aspects of DIR training activities. Prepares, assists with designing, development, and evaluates a variety of training material for both classroom and web-based training, such as agendas, course syllabi, lesson plans, content, materials, handouts, exercises, hypotheticals, icebreakers, templates, desk procedures, workbooks, PowerPoint presentations, videos, and other relevant material. Delivers classroom and web-based training for DIR employees that addresses specific learning objectives, follows generally accepted adult learning methods, and accommodates different learning styles. Ensures courses provide a value-added experience for DIR employees. Serves as the training organizer responsible for responding to training related questions (pre and post enrollment). Assists in all aspects of coordinating logistics of department training, such as, scheduling, preparing and sending training availability announcements to all employees and provides necessary information about training sessions, track and monitors participant completions, ensures completion of prerequisites trainings are completed (if applicable).
30%	Training Compliance Evaluates and recommends training courses and materials to ensure DIR adheres to compliance training requirements in accordance with State and DIR policies and statutory mandates. Assists with overseeing the negotiation, solicitation, procurement, and contract maintenance for delivery of needed compliance training. Analyzes and develops less complex compliance policies, procedures, and measures in consultation with management Reviews outreach and marketing

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Supervision Received

The Analyst I is supervised by the Supervisor I and may also receive assignments from the Manager I, or the Chief of the OAS.

Supervision Exercised

None

Jenna

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Additional Requirements/Expectations

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Personal Contacts

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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



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employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

JV

C&S Analyst Initials

12/23/2025

Approval Date