



Office of Legislative Counsel
925 L Street
Sacramento, CA 95814-3702

Duty Statement
Analyst I
Professional Development Office (PDO)

Job Title: Professional Development Analyst

Statement of Duties: Under the supervision of the Supervisor I, the Analyst I performs entry-level analytical training, program administration, and operational duties associated with the PDO. The position designs, develops, and delivers engaging eLearning and compliance training to support organizational goals and employee development. It administers the Learning Management System, maintains accurate training records, monitors completion rates, and prepares reports that inform workforce planning and compliance. The position collaborates with subject-matter experts, coordinates logistics for training programs, and manages communication and promotion of learning opportunities. It also supports continuous improvement by streamlining processes, enhancing training workflows, and providing consultation to managers and staff. Additionally, the role offers operational support, handles special projects, and ensures consistent, high-quality professional development across the organization.

The Analyst I is the recruiting and developmental classification, and the incumbent is expected to take on increasingly complex and challenging work as they gain experience. The incumbent is expected to demonstrate OLC's values and a degree of initiative, independence, sound judgment, collaboration, creativity, and originality commensurate with the Analyst I classification and range.

Supervision Received: Reports directly to the Supervisor I.

Typical Physical Demands: Consistent with work in an office environment. Sit, type/mouse/scan, reach, bend, stand, walk, or lift up to 25 pounds as needed. Some travel between OLC locations and downtown Sacramento.

Typical Working Conditions: Office environment. Personal cubicle in a temperature-controlled setting with artificial light. Use of PC, Microsoft Office Suite of products and specialized software, printer, and general office equipment such as multifunction copy machines and telephone is frequent.

Shift Hours: Business hours are 8:00 a.m. to 5:00 p.m. The incumbent is expected to be available during core hours. Schedule may be adjusted contingent upon business needs.

Essential Functions

40% Training and Development

Design, develop, and publish eLearning modules and programs that support employee development and organizational goals. Develop and maintain compliance training courses and informational guidance, including eLearning related to organizational policies, processes, procedures, and requirements. Translate complex policies, procedures, and organizational requirements into clear, accessible, and engaging learning content.

Provide administrative support for the development and delivery of customized workshops, team-building sessions, leadership development programs, agency-wide learning initiatives, and New Employee Orientation. Collaborate with subject-matter experts to develop accurate, relevant, and effective training materials and learning resources. Promote training opportunities through agency communications, announcements, newsletters, and other marketing and outreach efforts. Monitor emerging learning and development practices and recommend innovative approaches to strengthen OLC's training programs.

40% LMS, Compliance, and Program Administration

Administer the Professional Development Office website, Learning Management System (LMS), and compliance training programs. Maintain accurate training records, employee learning histories, completion data, and compliance information. Monitor training completion rates and identify outstanding or overdue requirements. Generate and analyze training reports to support compliance, workforce development, management decision-making, and program planning.

Prepare correspondence, reports, presentations, executive summaries, and other materials related to training and professional development activities. Coordinate training logistics, including scheduling, registration, communications, facilities, technology, materials, vendors, and course administration. Coordinate with external training providers and vendors, as appropriate, to support the successful delivery of learning programs.

Develop and administer training evaluations and feedback processes to assess participant experience, learning effectiveness, and program outcomes. Analyze evaluation results and other program data to identify trends, opportunities, and recommendations for improving training offerings and administrative processes.

20% Operational Support and Continuous Improvement

Serve as a liaison and training resource between the Professional Development Office and OLC divisions by providing consultation and administrative support related to training and professional development needs. Research training requests and respond to employee and management inquiries, providing timely and

appropriate recommendations or referrals. Consult with managers and staff to identify appropriate learning solutions and resources.

Coordinate meetings, training schedules, facility reservations, and other logistical requirements. Review, document, and improve training procedures, workflows, and administrative processes to enhance efficiency, consistency, accessibility, and customer service. Identify opportunities to streamline processes and leverage technology to improve the delivery and administration of learning programs.

Support special projects and organizational initiatives that advance OLC's workforce development and learning objectives. Provide backup assistance for Professional Development Office operations as needed and perform other analytical, training, research, and administrative duties as assigned.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement. I certify that I am able to perform the duties of this position with or without reasonable accommodation.

Signature of Employee

Date