
Position Details**Classification:**

Analyst II

Office:

Administration

Working Title:

Workforce Development Analyst

Location:

Sacramento

Position Number:

311-220-5393-901

HR Approval Date/Initials:

JT 9/10/2026

CBID/Bargaining

Unit: R01

Work Week

Group: 2

Tenure:

Limited-Term

Time Base:

Full-Time

Job Description Summary

Under direction of the High-Speed Rail Authority (Authority) Human Resources (HR) Section Workforce Development Manager I, the Analyst II (Workforce Development Analyst) provides guidance and expertise to staff while performing work related to a wide variety of workforce development initiatives and projects. This position performs analytical, program and technical work including general administration, personnel, program, data and systems analysis, customer engagement, needs identification, and support and special projects involving research, data collection, analysis, writing and presentation for workforce development and engagement initiatives. All work is to be performed in accordance with the guidelines of the California Department of Human Resources (CalHR), State Personnel Board (SPB), State Controller's Office (SCO), federal and state laws, California Code of Regulations and Government Code, and applicable policies and procedures.

Duties

Percentage

Essential (E)/Marginal (M)

- 35% (E)
- Develops critical and sensitive materials, documentation, and presentations for delivery to those participating in Authority workforce development programs.
 - Manages complex workforce development projects from start to finish. Develops project timelines, plans and key performance indicators to document completion of critical development programs. These programs have a variety of impacts on the organization and focus on areas of improving recruitment, retention, staff development, leadership, resources, and succession planning.

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- Works closely with other areas of the HR Section to develop programs that align appropriately with all personnel requirements and rules.
- 30% (E)
- Independently develops important training curriculum for numerous programs and staff development courses, including topics such as employee empowerment, upward mobility, and succession readiness.
 - Serves as a key trainer for Authority staff on a wide array of personnel topics, developing close familiarity with all training content and materials. Provides training on a wide variety of topics such as hiring, health management, payroll, labor relations, allocation, and recruitment.
 - Independently develops resources such as manuals, guides, handbooks, handouts, and other course materials for posting on the HR Section's internal website and for use by Authority leadership in the manager's toolbox. Ensures documentation follows Authority requirements, obtains all necessary approvals, and is aligned with Authority policies.
 - Creates databases, spreadsheets, and other tools to ensure effective tracking of workforce data and provides reports and publications to other areas and utilizes these for the internal website to maintain transparency of information for Authority staff.
- 20% (E)
- Writes, researches, and coordinates approval for various new resources to onboard new Authority staff and increase awareness of resources, tools, and important processes for current Authority employees.
 - Develops tools such as the Authority's Employee Handbook and other onboarding, knowledge transfer, or staff development documents and materials.
 - Coordinates with multiple other Authority Offices to gather information, vet documents and content, and prepare for workforce development programs.
 - Assists in the development of contract requirements that will be used to develop Authority programs, such as leadership development or staff development programs. Assists the Contracts Specialist as appropriate.
 - Develops complex data metrics, critical reports, and identifies trends for awareness and documentation of the Authority's progress with regard to workforce development.
- 10% (E)
- Attends meetings, forums, webinars, and important communities of practice to ensure their knowledge and interpretation is up to date and

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to revise and update materials and process documents at the Authority. Serves as an active participant in forums.

- Collects and discusses samples from other agencies for comparison, engages in dialog with other agencies for samples, and documents research gathered.
- Documents outreach, workforce development programs, training development, etc., which includes following up regularly and diligently with external departments and Authority management.
- Travels for recruitment events or training, as needed.

5% (M)

- Acts as the backup to other staff in the Workforce Development Unit as appropriate. Provides back-up assistance to various functions within the HR Section.
- Leads special projects as directed.
- Performs other job-related duties as required.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☐ No ☒	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☐ No ☒	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information: N/A

Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, governmental functions and organization, and methods and techniques of effective communication and leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; and coordinate the work of others, act as a team leader, and appear before legislative or other committees.

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Desirable Qualifications

- Project management experience.
- Demonstrated ability to plan, organize, prioritize, and execute multiple concurrent projects, including establishing milestones, tracking progress, and following through on deliverables.
- Human resources experience.
- Ability to collaborate with multiple competing stakeholders to organize and prioritize plans and improvement efforts.
- Experience developing presentation materials and presenting those materials to various audiences.
- Experience writing information at a technical and non-technical level, for audiences with varying degrees of understanding.
- Experience collecting, analyzing, and maintaining data; developing metrics, and identifying trends.
- Knowledge of data collection methodology, data analysis, trend analysis, and specifically workforce data trends.
- Experience developing training needs analysis and/or training plans.
- Experience in workforce or strategic planning development and initiative implementation.
- Demonstrated ability to independently research, analyze, evaluate alternatives, and provide evidence-based recommendations.
- Demonstrated sound judgment in applying available evidence, identifying uncertainties and risks, and determining when consultation or escalation is appropriate.

Supervision Exercised Over Others

This position does not supervise staff but may act as lead on special projects.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff and leadership at the Authority, consultants, vendors, contractors, staff at other state agencies, and the public. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission. May participate in forums. Communicates extensively within the Authority with executive leadership, hiring managers, and employees for hiring needs.

Responsibility for Decisions and Consequence of Error

The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. Errors in judgement, communication, or documentation processes will result in potential negative findings during the State Personnel Board audit process, grievances, and may impact the Authority's ability to properly accomplish its goals as they relate to recruitment or workforce development. Errors in judgment or failure to carry out the

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responsibilities of this position could also place the Authority in violation of state and federal requirements, which could negatively impact the Authority. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: This position may occasionally travel for meetings and events.
- d. Other: N/A

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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Position Details**Classification:**
Analyst I**Office:**
Administration**Working Title:**
Workforce Development Analyst**Location:**
Sacramento**Position Number:**
311-220-5157-901**HR Approval Date/Initials:**
JT 9/10/2026**CBID/Bargaining
Unit:** R01**Work Week
Group:** 2**Tenure:**
Limited-Term**Time Base:**
Full-Time**Job Description Summary**

Under supervision of the High-Speed Rail Authority (Authority) Human Resources (HR) Section Workforce Development Manager I, the Analyst I (Workforce Development Analyst) provides guidance to staff while performing work related to a wide variety of workforce development initiatives and projects. This position performs analytical, program and technical work including general administration, personnel, program, data and systems analysis, customer engagement, needs identification, and support and special projects involving research, data collection, analysis, writing and presentation for workforce development and engagement initiatives. All work is to be performed in accordance with the guidelines of the California Department of Human Resources (CalHR), State Personnel Board (SPB), State Controller's Office (SCO), federal and state laws, California Code of Regulations and Government Code, and applicable policies and procedures.

Duties

Percentage

Essential (E)/Marginal (M)

- 35% (E)
- Develops materials, documentation, and presentations for delivery to those participating in Authority workforce development programs.
 - Participates in workforce development projects from start to finish. This includes assisting in the development of project timelines, plans, and key performance indicators to document completion of critical development programs. These programs have a variety of impacts on the organization and focus on areas of improving recruitment, retention, staff development, leadership, resources, and succession planning.

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- Works closely with other areas of the HR Section to develop programs that align appropriately with all personnel requirements and rules.
- 30% (E)
- Develops training curriculum for numerous programs and staff development courses, including topics such as employee empowerment, upward mobility, and succession readiness.
 - Serves as a trainer for Authority staff on a wide array of personnel topics, developing close familiarity with all training content and materials. Provides training on a wide variety of topics such as hiring, health management, payroll, labor relations, allocation, and recruitment.
 - Develops resources such as manuals, guides, handbooks, handouts, and other course materials for posting on the HR Section's internal website and for use by Authority leadership in the manager's toolbox. Ensures documentation follows Authority requirements, obtains all necessary approvals, and is aligned with Authority policies.
 - Assists in the creation of databases, spreadsheets, and other tools to track workforce data and provides reports and publications to other areas and utilizes these for the internal website to maintain transparency of information for Authority staff.
- 20% (E)
- Writes, researches, and coordinates approval for various new resources to onboard new Authority staff and increase awareness of resources, tools, and important processes for current Authority employees.
 - Develops tools such as the Authority's Employee Handbook and other onboarding, knowledge transfer, or staff development documents and materials.
 - Coordinates with multiple other Authority Offices to gather information, vet documents and content, and prepare for workforce development programs.
 - Assists in the development of contract requirements that will be used to develop Authority programs, such as leadership development or staff development programs. Assists the Contracts Specialist as appropriate.
 - Develops data metrics, critical reports, and identifies trends for awareness and documentation of the Authority's progress with regard to workforce development.
- 10% (E)
- Attends meetings, forums, webinars, and important communities of practice to ensure their knowledge and interpretation is up to date and

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to revise and update materials and process documents at the Authority. Serves as an active participant in forums.

- Collects and discusses samples from other agencies for comparison, engages in dialog with other agencies for samples, and documents research gathered.
- Documents outreach, workforce development programs, training development, etc., which includes following up regularly and diligently with external departments and Authority management.
- Travels for recruitment events or training, as needed.

5% (M)

- Acts as the backup to other staff in the Workforce Development Unit as appropriate. Provides back-up assistance to various functions within the HR Section.
- Leads special projects as directed.
- Performs other job-related duties as required.

Special Requirements

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License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☐ No ☒	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☐ No ☒	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information: N/A

Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

Desirable Qualifications

- Project management experience.
- Demonstrated ability to plan, organize, prioritize, and execute multiple concurrent projects, including establishing milestones, tracking progress, and following through on deliverables.
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- Ability to collaborate with multiple competing stakeholders to organize and prioritize plans and improvement efforts.
- Experience developing presentation materials and presenting those materials to various audiences.
- Experience writing information at a technical and non-technical level, for audiences with varying degrees of understanding.
- Experience collecting, analyzing, and maintaining data; developing metrics, and identifying trends.
- Knowledge of data collection methodology, data analysis, trend analysis, and specifically workforce data trends.
- Experience developing training needs analysis and/or training plans.
- Experience in workforce or strategic planning development and initiative implementation.
- Demonstrated ability to independently research, analyze, evaluate alternatives, and provide evidence-based recommendations.
- Demonstrated sound judgment in applying available evidence, identifying uncertainties and risks, and determining when consultation or escalation is appropriate.

Supervision Exercised Over Others

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Responsibility for Decisions and Consequence of Error

Assigned duties require the exercise of judgement or choice among possible actions, sometimes without clear precedents and with concern for the consequences of the action. The employee may or may not work in proximity to his/her supervisor. Errors in judgement, communication, or documentation processes will result in potential negative findings during the State Personnel Board audit process, grievances, and may impact the Authority's ability to properly accomplish its goals as they relate to recruitment or workforce development. Errors in judgment or failure to carry out the responsibilities of this position could also place the Authority in violation of state and federal requirements, which could negatively impact the Authority. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

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Supervisor Printed Name:	Signature:	Date:
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