

DUTY STATEMENT



☒ **CURRENT**
☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Analyst I		WORKING TITLE Funding Unit Analyst		
PROGRAM NAME Division of Apprenticeship Standards			UNIT NAME Funding Unit	
ASSIGNED SPECIFIC LOCATION 1515 Clay St. Ste. 1902 Oakland CA 94612			POSITION NUMBER 400 – 701-5157-907	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the supervision of the Division of Apprenticeship Standards (DAS) Supervisor I, the Analyst I, performs a variety of consultative, technical, and analytical staff services tasks. The Analyst I is responsible for timely processing and reviewing of California Apprenticeship Council Training Funds (CAC-TF) requests and payments, maintain accurate payment information in the DAS Database, and coordinate with coworkers and management to support the administration of the CAC-TF and additional grants being administered by the Funding Unit. Support includes providing and generating reports with metrics for council meetings, responding to inquiries, analyzing and compiling program data and providing progress report to the Supervisor I.

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%	Reviews and analyzes incoming CAC-TF contribution checks and documentation to ensure completeness, accuracy, and compliance with Labor Code §1777.5 and Title 8 of the California Code of Regulations. Identifies and reconciles inconsistencies or discrepancies between individual checks and related documentation. Monitors the status of open CAC-TF batch assignments and verifies that batch totals reconcile with records in the CAS database. Monitors reconciliations conducted by other staff members and corrects discrepancies. Monitors contribution deposits via online banking website and tabulates monthly totals in internal tracking documentation. Provides progress reports to Supervisor I regarding reconciliation of contribution payments. Maintains and enhances a system for capturing and organizing data from contribution documents. Collects and compiles necessary data to generate reports providing metrics for quarterly California Apprenticeship Council (CAC) meetings.
20%	Evaluates and manages CAC-TF grant applications and prepares corresponding notification letters. Reviews each application packet to ensure all required information and supporting documentation have been submitted by the apprenticeship program. Enters relevant Apprenticeship Training Contribution Fund grant data into the DAS CAS database and ensures all entries remain current. Verifies and analyzes financial records submitted by grantees to confirm that requested funds are used appropriately for apprentice training. Identifies financial

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	non compliance and issues correction notices to programs with incomplete or noncompliant applications.
20%	Responds to inquiries from contractors and the public regarding CAC-TF contributions and public works requirements via telephone and email. Provides guidance on complying with public works project requirements as per policy and labor codes, including determining applicable prevailing wage rates, requesting and employing apprentices, and submitting required contributions to the CAC.
10%	Prepares documentation and gathers and compiles information from various databases regarding contractors contributing to or apprenticeship programs receiving funding from CAC-TF in response to internal inquiries related to contracting, reporting, and invoicing related to CAC-TF activities. Coordinates with the Department of Industrial Relations (DIR) Budget and Accounting Divisions to consolidate and share information regarding process approvals, financial tracking, and program data. Compiles, reviews and reports data to ensure compliance with grant requirements and responds to information requests from the U.S. Department of Labor, the DIR Director, the Labor & Workforce Development Agency Secretary, the Governor's Office, legislative members, and other internal and external stakeholders.
10%	Assists in the development and revision of written procedures, instructions, and exhibits related to Requests for Applications, Solicitations for Proposals, and other grant initiation documents, as well as grantee onboarding and reporting processes.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other related duties assigned, including but not limited to: assistance on special work teams and projects/initiatives, work in other functional areas to provide coverage during absences, and other work as needed. Updating the operations manual, database user guide, and other process documentation.

Conduct, Attendance, and Performance Expectations

The Analyst I is expected to demonstrate integrity, professionalism, sound judgment, and a strong commitment to accuracy and timeliness in all work. The Analyst I must be consistent and having reliable attendance is essential to ensure tasks and responsibilities are completed as required. The Analyst I must adhere to all departmental policies related to conduct, leave, and performance.

The Analyst I must be able to prioritize multiple tasks while meeting deadlines. The Analyst I must be detail-oriented, efficient, and well-organized, ensuring accurate documentation and records. Strong communication skills are required to convey information clearly and concisely both verbally and in writing to diverse audiences.

The role requires identifying discrepancies in work assignments or documents and taking initiative to resolve them. The Analyst I must also be able to interact professionally and effectively with the public, both in person and by telephone, to address questions, provide guidance, and ensure a high standard of service.

Supervision Received

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

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Supervision Exercised

N/A

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

Work Environment

The Analyst I works a 40-hour week in a professional office located in a multi-floor, air-conditioned building with elevator access. The assigned workspace is a cubicle with both natural and artificial lighting. The primary work location is DAS Headquarters in Oakland.

This position may require local and intrastate travel, including travel from Oakland Headquarters to the Sacramento District Office or other DAS field offices. Travel may occasionally involve overnight stays, weekend work, and a flexible schedule to accommodate the business needs of the Division and current State telework policy.

Special Requirements/Other Information

N/A

Physical Abilities

The Analyst I must be able to remain in a stationary position for 80% of the time working on a computer. The Analyst I must occasionally move about inside the office to access file cabinets and office machinery. The Analyst I must constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and a computer.

Additional Requirements/Expectations

The Analyst I must be able to complete tasks accurately and on time. The position requires regular attendance and to advise at committee meetings; collaborates with staff statewide to complete assignments.

Personal Contacts

The Analyst I has daily contact with staff within the Apprenticeship Unit, frequent contact with staff in other DIR divisions and units, and occasional contact with members of the public.

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

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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

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date