DEPARTMENT of REHABILITATION
Employment, Independence & Equality

DUTY STATEMENT

Classification: Analyst I
Job Title: Analyst I
Name: VACANT
Scheme/Class Code: JY20-5157
Position Number: 813-004-5157-XXX
Reports to: Supervisor I
FLSA Status: WWG 2
Division: Administrative Services Division
Location: Budgets, Fiscal Forecasting, and Research (BFFR)

Primary Assignment:
The incumbent is responsible for completing Ad-Hoc requests for consumer data including demographic and expenditure information using various software such as but not limited to Tableau and Excel. Responsibilities include data analysis and evaluation of consumer caseload and expenditure trends for various projects and reports provided internally and to control agencies.

JOB OBJECTIVES:
Under the general direction of the Supervisor I, the Analyst I will perform less complex research, analysis, and evaluation of consumer caseload trends for various projects and reports including preparing and publishing quarterly and yearly statistical consumer related reports to Federal and State departments. The responsibility will include the following: summarizing outcomes, providing recommendations, and presenting information to management or executive level staff; gathering data and responding to data Ad-hoc requests; and work with management, departmental staff, and other work teams to ensure research is relevant and accurate. The Analyst I will cross train in alternative assignments within the unit/section.

ESSENTIAL JOB FUNCTIONS:
Performs the following duties:

50% Provide technical and analytical services pertaining to the less complex asks involving research, data gathering, trends and pattern interpretation

and evaluation. Complete Ad-Hoc Reports using various software, including but not limited to the following: Tableau and Excel. Prepare monthly data extracts used to update and monitor the Department's monthly Dashboard Reports and annual reports. Work with DOR managers and staff to reconcile caseload and expenditure anomalies.

Perform data collection of average complexity which includes gathering background information and documents from existing systems. Analyze qualitative and quantitative data and information, comparing it to program objectives and program achievements.

Use and maintain Tableau to answer special research requests from DOR managers, staff, and control agencies, etc., by providing current and historical data about the Department's consumers, such as population size, client characteristics, cost benefit, expenditures and services provided.

25% Respond to research requests from all levels of DOR managers, staff, and external stakeholders for statistics on consumer data, program costs, characteristics of consumers in the Department's programs, or special target groups. Monitoring, analyzing, and preparing annual, quarterly, monthly, or as needed basis reports which may include but not limited to , Order of Selection, State Plan, Public Record Requests, including any Data De-Identification requests, Bill Analysis, Federal Report on Common Performance Measures, WIOA Annual Report (ETA 9169), CAAL Skills, demographic and project reports, and other WIOA related reports.

20% Creating databases and spreadsheets to perform functions for the calculation of various reports. Prepare verbal and written reports including charts, and graphs comparing several years of consumer data for DOR managers, staff, and control agencies.

MARGINAL JOB FUNCTIONS:

5% Perform other related duties as needed to support the Administrative Services Division and Department of Rehabilitation's mission, goals, and objectives. Additional duties may include, but are not limited to, assisting where needed within the Division/Department, which may include special assignments.

Travel: Up to 5% travel may be required to attend forums, conferences or trainings or meetings.

All Times: Communicate effectively in a professional, tactful, respectful manner with individuals from varied experiences, perspectives and backgrounds, by telephone, email and other technologies as well as in-person; provide excellent customer service to both internal and external customers; ensure the timely completion of assignments; attempt to resolve individual concern at the lowest possible level; offer other dispute resolution options, and elevate to next level if needed; use initiative, problem solving skills, organizational skills, good judgment, and resourcefulness.

Work Environment and Physical Requirements

The majority of the work will take place in one of the following locations with consumers, the public, colleagues, and other stakeholders: a DOR open office setting in a cubicle environment, offsite in the community, at events and various partner locations, and/or at an approved alternate work location. The incumbent must have the ability to work in an office setting for up to 40 hours per week and remain at a workstation for extended periods while utilizing a personal computer, peripherals, and other office equipment with or without accommodation. The incumbent will be working in an office setting with both natural and artificial lighting. Strong interpersonal skills are required to interact effectively with consumers, the public, colleagues, and other stakeholders.

Note: It is the policy of the Department of Rehabilitation to provide equal employment opportunity to qualified individuals with disabilities through compliance with FEHA and ADA (where it would result in broader protection of the civil rights of an applicant or employee with a disability).

I have read, understand, and agree to perform the above listed duties and all duties typically performed by this classification. I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others and in a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations.

_____ _____

(Employee's Name) **Date**

_____ **_____**

(Supervisor's Name and Title) **Date**

Original: Employee's Official Personnel File
Copies: Employee and Supervisor's drop file

DEPARTMENT of REHABILITATION
Employment, Independence & Equality

DUTY STATEMENT

Classification: Analyst II
Job Title: Analyst II
Name: VACANT
Scheme/Class Code: JY35-5393
Position Number: 813-004-5393-XXX
Reports to: Supervisor I
FLSA Status: WWG 2
Division: Administrative Services Division
Location: Budgets, Fiscal Forecasting, and Research (BFFR)

Primary Assignment:
The incumbent is responsible for working independently and in team environment performing the more complex research, data gathering, analysis, and evaluation of consumer caseload and expenditure trends. Responsibilities include independently compiling, analyzing, and identifying various Departmental metrics and analytics to support data driven decision making, including providing actionable recommendations to management.

JOB OBJECTIVES:

Under the general direction of the Supervisor I, the Analyst II works independently and in a team environment exercising a high degree of initiative, independence and sound judgement while performing more complex research, analysis, and evaluation of consumer caseload trends for various projects and reports including preparing and publishing quarterly and yearly statistical consumer related reports to Federal and State departments. The responsibility will include the following: independently summarizing outcomes, providing recommendations, and presenting information to management or executive level staff; gathering data and responding to data Ad-hoc requests; and working with management, departmental staff, and other work teams to ensure research is relevant and accurate. The Analyst II will cross train in alternative assignments within the unit/section.

Rev: 03/26/2025

ESSENTIAL JOB FUNCTIONS:
Performs the following duties:

50% Independently provide technical and analytical services using program and system knowledge and expertise pertaining to the more complex tasks involving research, data gathering, trends and pattern interpretation and evaluation. Monitor, analyze, and prepare annual, quarterly, monthly, or as needed basis reports which may include but not limited to Order of Selection, State Plan, Public Record Requests, including any Data De-Identification requests, Bill Analysis, Federal Report on Common Performance Measures, WIOA Annual Report (ETA 9169), CAAL Skills, demographic and project reports, and other WIOA related reports.

Perform complex data collection and analysis, including developing formulas, building pivot tables, and establishing data connections. Use these tools to compile and visualize departmental metrics to support data-driven decision-making, and present findings with actionable recommendations to leadership. Analyze qualitative and quantitative data and information, comparing it to program objectives and program achievements.

Use and maintain Tableau to answer special research requests from DOR managers, staff, and control agencies, etc., by providing current and historical data about the Department's consumers, such as population size, client characteristics, cost benefit, expenditures and services provided.

25% Respond to research requests from all levels of DOR managers, staff, and external stakeholders for statistics on consumer data, program costs, characteristics of consumers in the Department's programs, or special target groups. Complete Ad-Hoc Reports using various software, including but not limited to the following: Tableau and Excel. Prepare monthly data extracts used to update and monitor the Department's monthly Dashboard Reports and annual reports. Work with DOR managers and staff to reconcile caseload and expenditure anomalies.

20% Create databases and spreadsheets to perform functions for the calculation of various reports. Prepare verbal and written reports including charts, and graphs comparing several years of consumer data for DOR managers, staff, and control agencies.

MARGINAL JOB FUNCTIONS:

5% Perform other related duties as needed to support the Administrative Services Division and Department of Rehabilitation's mission, goals, and objectives. Additional duties may include, but are not limited to, assisting where needed within the Division/Department, which may include special assignments.

Travel: Up to 5% travel may be required to attend forums, conferences or trainings or meetings.

All Times: Communicate effectively in a professional, tactful, respectful manner with individuals from varied experiences, perspectives and backgrounds, by telephone, email and other technologies as well as in-person; provide excellent customer service to both internal and external customers; ensure the timely completion of assignments; attempt to resolve individual concern at the lowest possible level; offer other dispute resolution options, and elevate to next level if needed; use initiative, problem solving skills, organizational skills, good judgment, and resourcefulness.

Work Environment and Physical Requirements

The majority of the work will take place in one of the following locations with consumers, the public, colleagues, and other stakeholders: a DOR open office setting in a cubicle environment, offsite in the community, at events and various partner locations, and/or at an approved alternate work location. The incumbent must have the ability to work in an office setting for up to 40 hours per week and remain at a workstation for extended periods while utilizing a personal computer, peripherals, and other office equipment with or without accommodation. The incumbent will be working in an office setting with both natural and artificial lighting. Strong interpersonal skills are required to interact effectively with consumers, the public, colleagues, and other stakeholders.

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compliance with FEHA and ADA (where it would result in broader protection of the civil rights of an applicant or employee with a disability).

I have read, understand, and agree to perform the above listed duties and all duties typically performed by this classification. I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others and in a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations.

_____ _____

(Employee's Name) **Date**

_____ _____

(Supervisor's Name and Title) **Date**

Original: Employee's Official Personnel File
Copies: Employee and Supervisor's drop file