☐ Current ☒ Proposed

Classification Title	**Division/Unit**
Analyst II	Workforce Development Division
Working Title	**HQ Designation**
Operations Program Analyst	CalHR Sacramento
Position Number	**Date Prepared**
363-920-5393-7##	
Name	**Effective Date**

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under the general direction of the Workforce Development Division (WDD) Operations Supervisor II, the Analyst II provides overall WDD operational support to include, but not limited to administration, logistical support, coordination, program scheduling, customer service, program analysis, fiscal and business operations support, as well as program communication. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.

Percentage	(O) / (V)	Essential Job Duties
45%	OV	**Contracting and Business Functions** Create and maintain department MOUs, Interagency Agreements (IAs), vendor contract amendments, and contract renewals for changes and updates that may affect the organization. Gather pertinent information for writing and reviewing RFPs, budget revisions, assorted required annual schedules, and other documents to prepare and submit for the annual Governor's Budget.

		Interpret and apply departmental policy, State Contracting Manual, Public Contract Codes, and rules and regulations as they relate to the preparation and implementation of contracts, IAs, and invitations for bid and requests for proposals. Provide contract documents that comply with the applicable provisions of contract law and regulations. Continuously review current and historical enrollments within the CalLearns LMS to ensure compliance with system parameters, making changes to enrollments as required. Validate ad hoc reporting data within the CalLearns LMS to maintain data integrity. Routinely review, research, analyze, and resolve compromises of client and approver data records integrity in the LMS, including data that is duplicate, missing, inaccurate, incomplete, or conflicting. Assist with the development, preparation, administration, maintenance, review, and control of WDD's budget and providing consultative budget service to WDD management. Compile and segregate data and prepare associated analysis for annual, quarterly, weekly, and month-end accounting and financial status reports.
25%	OV	**Program Support and Project Liaison** Act as WDD liaison for internal projects. Develop and manage plans, schedules, and documentation for internal processes and projects. Assist in the planning, coordination, implementation, and communication of Field Trainings and initiatives designed as specialized offerings for departments as requested. Maintain a tracking system for inquiries, providing associated statistical documentation/reports and informing management of issues from internal and/or external stakeholders. Oversee the development and updates of new and existing policies, processes, and procedures within WDD.
20%	OV	**Customer Support and Communications** Create, edit, and distribute program communications through the CalHR Training ListServ subscriber system, advertising current CalLearns LMS course offerings, program updates, and other necessary information. Oversee the CNLP ListServ and Teams channel, providing support as needed for quarterly and ad hoc meetings. Support course instructors and customers by resolving and providing system user support. Monitor, research, respond, and route program Inbox emails as appropriate. Maintain all content within the CalHR external and internal webpages. Interact with state employees seeking information on training programs being offered.
Percentage	**(O) / (V)**	**Marginal Job Duties**
10%	OV	**Other Duties as Assigned** Assist with special projects, develop budgetary tracking tools, and work on other assignments as needed.

Supervision Received

The Analyst II reports directly to and receives the majority of assignments from the WDD Operations Supervisor II; however, direction and assignments may also come from the Chief Learning Officer and/or Division Chief.

Supervision Exercised

None.

Special Requirements/Desirable Qualifications

- **Communication:** Communicate effectively, demonstrating open-mindedness, flexibility, discretion, and tact, both written and orally, in order to exchange information and/or provide direction.
- **Information Documentation and Management:** Prepare and manage documentation in accordance with standard practices. Properly manage confidential and sensitive information in accordance with associated guidelines and requirements.
- **Planning and Analysis:** Create effective and efficient plans, organizing and prioritizing workloads. Reason logically and creatively by utilizing a variety of analytical and research techniques to successfully complete work assignments, prepare data finding reports, and resolve program-related problems/issues/concerns. Selectively identify relevant data associated with requests and prepare subsequent analysis and recommendations.
- **Contracting:** Have knowledge of applicable provisions of contract law and regulations. Interpret and apply departmental policy, State Contracting Manual, Public Contract Codes and rules and regulations as they relate to the preparation of contracts, interagency agreements, and invitations for bid and requests for proposals. Review contract requests for appropriateness.
- **Resilience:** Exercise initiative, independence of action, and originality; identify, analyze, and weigh constructive alternatives and solutions; easily adapt to changing priorities; resourcefully balance multiple responsibilities, priorities, and projects.
- **Collaboration:** Work cooperatively and productively as part of a team and with departmental employees, all levels of management, other state agencies, the Governor's Office, and the public; consult with and advise administrators and other employees on program matters. Negotiate to obtain quality and cost-effective program resources.
- **Computer Proficiency:** Skillfully operate a personal computer in order to perform daily duties; be proficient in Microsoft products such as Word, Outlook, Excel and TEAMS; have the ability to learn to use other specialized software as needed.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Ability to operate a computer keyboard and ability to move training materials and equipment, including boxes up to 25 pounds. Travel may be required to attend meetings, training, or support workforce development programs.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	**Employee Name**	**Date**

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	**Supervisor Name**	**Date**