

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst I	WIOA Program Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-380-5157-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Program Reporting and Analysis Unit	Alexander Choi
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Central Office Workforce Services Division	Supervisor I
BRANCH:	REVISION DATE:
Workforce Services Branch	1/1/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☒ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Occasional overnight travel for meetings and trainings.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under supervision of the Supervisor I in the Program Reporting and Analysis Unit, the incumbent assists in performing analytical functions and is responsible for assisting, supporting, and carrying out routine technical work within the Program Reporting and Analysis Unit. The incumbent will serve as an entry-level analyst focused on learning and contributing to the following duties: Participates in the development and analysis of the performance of the Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser Act, National Farmworkers Jobs Programs (NFJP), and Trade Adjustment Assistance Act (TAA) programs. Provides technical assistance to program partners by explaining internal processes to customers through email, video call, and written guidance. The incumbent may provide technical assistance on CalJOBS data errors and discrepancies, as well as program performance goals that are established by the Department of Labor (DOL). Creates, analyzes, and validates DOL and other Ad Hoc reports. Researches and implements new and proposed regulations as they pertain to the DOL reporting requirements.	

Percentage of Duties	Essential Functions
25%	Assists in gathering, compiling, analyzing, interpreting, and preparing reports related to the program and performance aspects of the WIOA, Wagner-Peyser, NFJP, and TAA programs. Assists in generating reports in CalJOBS based upon request specifications. Assists in analyzing data tables using statistical methods. Reports may capture data pertaining to program performance, participant enrollment, CalJOBS activity codes, as well as other requests from Field Divisions and Local Workforce Development Board (Local Board) staff. With guidance from management, cross-matches and cross-references data sets to identify unique participant trends and anomalies, such as state board grant enrollments and annual program challenges with measurable skills gained.
20%	Provides technical assistance and guidance on state directives, CalJOBS functions, data validation initiatives, and pending DOL policy changes to Local Boards, Field Divisions, and/or program operators with the CalJOBSSM system, performance, and reports via telephone or email correspondence. Edits CalJOBS activity codes for program participants upon requests from local area staff. Submits systems errors to CalJOBS vendor via Online Project Communications, and ensures proper CalJOBS functionality by testing both within Production and Administrative systems. Backdates activity dates upon request, when appropriate and approved by Program Reporting and Analysis Unit (PRAU) management. Responds to received Manage Performance Inbox emails for requests to alter CalJOBS data.
15%	Assists in researching DOL websites for new or proposed regulations or policies that affect the reporting functions in CalJOBS. Assists in reviewing, analyzing, preparing, and presenting critical changes in CalJOBS data trends following new or altered WIOA laws and directives to the section management, as well as internal and external customers. Runs, analyzes, and summarizes CalJOBS report data on a quarterly and annual basis for program performance monitoring and data validation initiatives. With management's guidance, handles multiple data requests with fluctuating priority levels. Capable of applying statistical analysis in both Excel and RStudio software programs.
15%	Assists in developing written directives, information notices, and user guide documentation as it relates to reporting functions, the CalJOBS system, and DOL reporting requirements. Edits existing directives, information notices, and user guide documents within EDD Clearance. Provides new and edited directives and Informational Notices to PRAU management for review and approval. Constructs guide cards regarding new Training and Employment Guidance Letters for local area administrators as needed. Assists with the communication of quarterly and annual program data reporting dates and goals by updating appropriate directives.
15%	Assists in developing presentations and training materials to build capacity among the workforce development system in the area of performance management and evaluation. Develops PowerPoint presentation slides for monthly MIS Administrator meetings to discuss CalJOBS activity data trends. Researches new directives and laws pertaining to Title I and Title III programs. Updates and edits older directives to ensure regulatory compliance. Sets up monthly webinar meetings with presentation

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	slides, agendas, and meeting invitations sent based upon management's specifications. Attends DOL webinars and training sessions intended to improve program data capture of participant enrollment, activities, achievements, and follow-up.
Percentage of Duties	Marginal Functions
5%	Serves on task force groups and works on special projects and assignments as directed. Examples of previous special projects have included unique data validation initiatives, development of internal training materials, and the creation and presentation of PowerPoint slides.
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Not Applicable - activity does not exist
Other: N/A	
Type of Environment:	
☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:	
Interaction with Customers:	
☐ Required to work in the lobby ☐ Required to work at a public counter ☒ Required to assist customers on the phone ☐ Required to assist customers in person ☐ Other:	
5. SUPERVISION EXERCISED:	
(List total per each classification of staff)	
None	
6. SIGNATURES	
Employee's Statement:	
<i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	
Employee's Name: <i>Click here to enter text.</i>	
Employee's Signature:	Date:
Supervisor's Statement:	
<i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>	
Supervisor's Name:	
Supervisor's Signature:	Date:
7. HRSD USE ONLY	
Classification and Pay Group (CPG) Approval	

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Analyst I

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☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	YS	10/19/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made: 		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	WIOA Program Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
	280-380-5393-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Program Reporting and Analysis Unit	Alexander Choi
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Central Office Workforce Services Division	Supervisor I
BRANCH:	REVISION DATE:
Workforce Services Branch	1/1/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☒ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Occasional overnight travel for meetings and trainings.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the direction of the Supervisor I in the Program Reporting and Analysis Unit, the incumbent independently performs the full range of analytical functions and is responsible for performing the more responsible, varied, and complex technical work within the Program Reporting and Analysis Unit. The incumbent will serve as a lead analyst to ensure the accomplishment of the following objectives: Participates in the development and analysis of the performance of the Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser Act, National Farmworkers Jobs Programs (NFJP), and Trade Adjustment Assistance Act (TAA) programs. Provides technical assistance to program partners by explaining internal processes to customers through email, video call, and written guidance. The incumbent provides technical assistance on CalJOB data errors and discrepancies, as well as program performance goals that are established by the Department of Labor (DOL). Creates, analyzes, and validates DOL and other Ad Hoc reports. Researches and implements new	

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and proposed regulations as they pertain to the DOL reporting requirements. Administers the Eligible Training Provider List (ETPL).

Percentage of Duties	Essential Functions
15%	Gathers, compiles, analyzes, interprets, and prepares reports related to the program and performance aspects of the WIOA, Wagner-Peyser, NFJP, and TAA programs. Independently generates reports in CalJOBS based upon request specifications. Analyzes data tables using statistical methods. Reports may capture data pertaining to program performance, participant enrollment, CalJOBS activity codes, as well as other requests from Field Divisions and Local Workforce Development Board (Local Board) staff. Cross-matches and cross-references data sets to identify unique participant trends and anomalies, such as state board grant enrollments and annual program challenges with measurable skills gained.
15%	Provides technical assistance and guidance on state directives, CalJOBS functions, data validation initiatives, and pending DOL policy changes to Local Workforce Development Boards, Field Divisions, and/or program operators with the CalJOBSSM system, performance, and reports. Edits CalJOBS activity codes for program participants upon requests from local area staff. Submits systems errors to CalJOBS vendor via Online Project Communications, and ensures proper CalJOBS functionality by testing both within Production and Administrative systems. Backdates activity dates upon request, when appropriate and approved by Program Reporting and Analysis Unit (PRAU) management. Responds to received Manage Performance Inbox emails for requests to alter CalJOBS data. Applies excellent communication and customer service skills while resolving local area questions and data change requests.
15%	Leads in the research of DOL websites for new or proposed regulations or policies that affect the reporting functions in CalJOBS. Reviews, analyzes, prepares, and presents critical changes in CalJOBS data trends following new or altered WIOA laws and directives to the section management, as well as internal and external customers. Runs, analyzes, and summarizes CalJOBS report data on a quarterly and annual basis for program performance monitoring and data validation initiatives. Accepts and manages multiple internal/external data requests with fluctuating priority levels and deadlines. Capable of independently applying statistical analysis in both Excel and RStudio software programs.
15%	Develops written directives, information notices, and user guide documentation as it relates to reporting functions, the CalJOBS system, and DOL reporting requirements. Edits existing directives, information notices, and user guide documents within EDD Clearance. Provides new and edited directives and Informational Notices to PRAU management for review and approval. Constructs guide cards regarding new Training and Employment Guidance Letters (TEGL) for local area administrators as needed. Assists with the communication of quarterly and annual program data reporting dates and goals by updating appropriate directives. Researches new directives and TEGLs for significant impacts on DOL programs and CalJOBS.
15%	Leads in the administration of the ETPL, including analyzing providers for subsequent eligibility, creating reports specific to the ETPL, and providing technical assistance and guidance on policy changes and ETPL eligibility to the Local Workforce Development Boards and providers. Corrects errors in the ETPL reports for DOL and enhances/diagnoses system issues in CalJOBS.

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10%	Serves on task force groups and works on special projects and assignments as directed. Examples of previous special projects have included unique data validation initiatives, development of internal training materials, and the creation of PowerPoint presentations.
10%	Develops presentations and training materials to build capacity among the workforce development system in the area of performance management and evaluation. Develops PowerPoint presentation slides for monthly MIS Administrator meetings to discuss CalJOBS activity data trends. Researches new directives and laws pertaining to Title I and Title III programs. Updates and edits older directives to ensure regulatory compliance. Sets up monthly webinar meetings with presentation slides, agendas, and meeting invitations sent based upon management's specifications. Attends DOL webinars and training sessions intended to improve program data capture of participant enrollment, activities, achievements, and follow-up.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned
4. WORK ENVIRONMENT (Choose all that apply)	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: N/A	
Type of Environment:	
☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:	
Interaction with Customers:	
☐ Required to work in the lobby ☐ Required to work at a public counter ☒ Required to assist customers on the phone ☒ Required to assist customers in person ☐ Other:	
5. SUPERVISION EXERCISED:	
(List total per each classification of staff)	
None	
6. SIGNATURES	
Employee's Statement:	
<i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	
Employee's Name:	
Employee's Signature:	Date:
Supervisor's Statement:	
<i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>	
Supervisor's Name:	

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Supervisor's Signature:

Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	YS	2/11/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file