

☐ Current ☒ Proposed

Classification Title Analyst III	Division/Unit Workforce Development Division
Working Title Senior Workforce Planning Analyst	HQ Designation CalHR Sacramento
Position Number 363-920-5402-001	Date Prepared 10/13/2026
Name	Effective Date

CalHR Mission, Vision, and Values

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 Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

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

General Statement

Under the general direction of the Workforce Planning and Succession Management Section Chief (Manager I), the Analyst III leads the Statewide Workforce Planning Program in the Workforce Development Division. Duties include, but are not limited to, the following:

Job Functions

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

Percentage	(O) / (V)	Essential Job Duties
35%	OV	Develop, implement, and maintain the Statewide Workforce Planning Program for departments, agencies, boards, and commissions. Ensure coordination and cross-training between the Statewide Workforce Planning and Succession Management programs. Thoroughly evaluate department workforce and succession management plans for compliance with the requirements outlined in HR Manual Policy 2901. Provide clear and concise written feedback to departments about their workforce and succession management plans, providing technical assistance and consultation as required. Use results from evaluation and analysis of workforce and succession management plans including statewide themes,

		opportunities, and challenges to develop and update technical guidance and educational content for statewide audiences. Leverage industry best practices and information and data from departmental plans to ensure workforce planning model, tools, training, and other resources are responsive to changes in the field and departmental needs.
35%	OV	Use technical expertise to develop and deliver effective guidance, training, education, tools, and resources to support department managers and executives with workforce planning and succession management as a workforce development, career development, Upward Mobility, risk mitigation, and diversity, equity, inclusion, and accessibility strategy through their performance management processes, performance measurement development, enterprise data analysis and validation, continuous improvement analysis and business planning. Serve as lead for the program's workforce planning and succession management training and educational initiatives including tracking participation, analyzing user feedback, identifying gaps and possible solutions. Develop, deliver, and evaluate educational material related to workforce planning and succession management including but not limited to internal and/or external website copy, articles, courses, informational session presentations, videos, documents, guides, reports, and other technical educational content. Collaborate with other Division and Department team members as appropriate. Serve as a workforce planning subject matter expert and lead for an Analyst II.
20%	OV	Inform the scheduling, content and production of statewide meetings with timely and relevant workforce planning information; curate useful and timely workforce planning content for dissemination via the Workforce Planning listserv, Workforce Planning Teams channel, and CalHR website. Design and deliver effective presentations to varying size and operational level audiences.
10%	OV	Work with the Financial Management and Equity and Accessibility Services Divisions to create, implement, monitor, and evaluate statewide and departmental data to evaluate current workforce planning activities and guide creation of new resources. Identify opportunities for policy development and update; develop, document, and review program processes and metrics to determine program effectiveness and success. Produce useful and timely statewide workforce data for dissemination via the CalHR website.

Supervision Received

The Analyst III reports directly to and receives the majority of assignments from the Workforce Planning and Succession Management Section Chief; however, direction and assignments may also come from the Workforce Development Division Chief.

Supervision Exercised

None

Special Requirements/Desirable Qualifications

CalHR employees are expected to model and support CalHR Core Values.

- Knowledge of laws, rules, policies, and practices related to human resources and labor relations in state government.
- Knowledge of and/or experience with additional workforce development functions (succession management, organizational development, learning and development, etc.).
- Strong verbal communication skills and experience providing subject matter expertise, technical guidance and delivering presentations to a variety of audiences.
- Strong written communication skills and experience collecting, compiling and analyzing data, editing and writing web content and complex reports, and developing training and marketing collateral.
- Ability to coordinate and collaborate with internal and external partners, and to be diplomatic and service-oriented when interacting with peers, colleagues, managers, staff, and customers.
- Ability to manage time effectively, establish workload priorities, meet deadlines, remain flexible, and adapt to rapid changes without compromising accuracy or quality of assignments.

Working Conditions

The duties of this position are performed indoors at the 1515 "S" Street building. The employees' workstation is equipped with standard or ergonomic office equipment, as appropriate.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR's Telework Policies.

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's 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 an RA 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.)

*An RA 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