

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst I	Project Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
	280-380-5157-752
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Special Initiatives Support Section/Special Initiatives Support Unit 2	Katherine Ortega
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Central Office Workforce Services Division	Supervisor I
BRANCH:	REVISION DATE:
Workforce Services Branch	10/22/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <div style="display: flex; justify-content: space-between;"> <div> ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required </div> <div> ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>) </div> </div>	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Up to 40% travel may be required, and may include overnight stays.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
<p>Under supervision of the Unit Manager, the incumbent Project Analyst performs a variety of analytical staff assignments for the Workforce Services Branch (WSB).</p> <p>Working with minimum supervision, the incumbent is a member of the team responsible for overseeing the implementation and operation of statewide initiatives and local projects funded as part of the state's Workforce Development System. The incumbent will take part in assessing the performance of those projects and providing any necessary support, including technical assistance, meeting organization and/or facilitation, and project barrier identification and resolution.</p> <p>The Project Analyst assists with the coordination of WSB administrative activities related to the initiation, implementation, and successful completion of workforce services project grants. The incumbent is also a member of the team responsible for assisting grant recipients prepare project modifications, reviewing the requests, and making recommendations to management regarding project modifications and progress. The incumbent may be the subject matter expert for special projects, Workforce Innovation and Opportunity Act</p>	

(WIOA) activities, and California Workforce Development Board (CWDB) projects as related to project management with local various grantees (subrecipients).	
Percentage of Duties	Essential Functions
30%	Initiates contact and consults with the project management team to provide guidance to assigned subrecipients to effectively plan and implement WIOA-funded grants, and other projects in a manner consistent with federal and state mandates. As a member of the project management team, maintains contact through shared on-site visits, telephonic, electronic, and written communication to identify and address local administrative and project barriers relating to the implementation and operation of workforce development projects. Consults with the project management team to deliver programmatic and fiscal guidance to assist with resolving a variety of issues by working with subrecipients and their project partners, including other EDD and CWDB staff, the appropriate Regional Advisor(s), management, and various local and state partners.
15%	Assists with the identification and resolution of local issues for subrecipients. Works with various types of organizations, using excellent interpersonal and communication skills. Exercises good judgment to identify issues to elevate to management for further resolution.
15%	Analyzes project parameters and guidance to provide a recommended response on behalf of the State to technical assistance needs to ensure the assigned subrecipients have the necessary tools, resources, and support for successful implementation of projects. Contributes to the establishment of grant management practices and effective operational procedures with non-local area grantees and other organizations to increase their knowledge of federal or state grants. Works closely with subrecipients to monitor project operations and performance, and makes recommendations to resolve operational problems identified.
15%	Functions as an entry level Project Analyst with the ability to make recommendations to negotiate project budgets, implementation plans, and performance benchmarks. Ensures that applicable subgrants are complete in content and in alignment with all program requirements. Uses acquired knowledge regarding federal and state programs to make recommendations to resolve subrecipient operational issues. Communicates the status of the project and any related issues to the upper management and to the project staff.
5%	Works with the Regional Advisor to facilitate the coordination and collaboration among funded projects in the assigned region, foster and strengthen local partnerships, and assists in developing local strategies to formulate positive relationships between projects. Consults with state and federal program monitors and staff of other program oversight entities to clarify any deficiencies or violations. Provides consultation to assigned subrecipients to prepare for program and/or fiscal monitoring reviews.
5%	In a team environment, assists with the facilitation and organization of meetings and briefings, presents at and/or attends forums and workgroups, and takes an active role in EDD administrative activities. With manager's approval, responds to sensitive controlled correspondence referred by the Branch Deputy Director, Department Directorate, Labor Workforce Development Agency Secretary, or the Governor.

5%	Conducts follow-up checks to ensure collaboration and agreements are in place, and diplomatically encourage others to take prompt action and provide timely consultation and follow-up to assigned entities.
5%	Assures that all projects, assignments, and work activities are planned, organized, performed, and tracked to achieve optimum use of assigned resources. Ensures that all assignments and self-initiated tasks are completed in a timely manner and reported as necessary.
Percentage of Duties	Marginal Functions
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: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	
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:	
Supervisor's Signature:	Date:
7. HRSD USE ONLY	
Classification and Pay Group (CPG) Approval	
☒ Duties meet class specification and allocation guidelines.	<div style="display: flex; justify-content: space-between;"> <div>CPG Analyst Initials</div> <div>Date Approved</div> </div>

Civil Service Classification
Analyst I

Position Number
280-380-5157-745

☐ Exceptional allocation, STD-625 on file.	YS	10/22/2026
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	<i>Project Analyst</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-380-5393-752
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Special Initiatives Support Section/Special Initiatives Support Unit 2	Katherine Ortega
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Central Office Workforce Services Division	Supervisor I
BRANCH:	REVISION DATE:
Workforce Services Branch	<i>10/22/2026</i>
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ Call Center/Counter Environment ☐ May be Required to Work in Multiple Locations ☒ Requires Fingerprinting & Background Check ☐ Requires DMV Pull Notice ☐ Bilingual Fluency (<i>specify below in Description</i>) ☒ Travel May be Required ☐ 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.) Up to 40% travel may be required, and may include overnight stays.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
<p>Under direction of the Unit Manager, the incumbent <i>Project Analyst</i> performs a variety of complex, analytical staff assignments for the Workforce Services Branch (WSB).</p> <p>Working independently, the incumbent is responsible for overseeing the implementation and operation of statewide initiatives and local projects funded as part of the state's Workforce Development System. The incumbent is responsible for assessing the performance of those projects and providing any necessary support, including technical assistance, meeting organization and/or facilitation, and project barrier identification and resolution.</p> <p>The <i>Project Analyst</i> coordinates WSB administrative activities related to the initiation, implementation, and successful completion of workforce services project grants. The incumbent is also responsible for assisting grant recipients prepare project modifications, reviewing the requests, and making recommendations to management regarding project modifications and progress. The incumbent may be the subject matter expert for special Workforce Innovation and Opportunity Act (WIOA) activities, and</p>	

California Workforce Development Board (CWDB) projects as related to project management with local various grantees (Subrecipients).	
Percentage of Duties	Essential Functions
30%	Initiates contact and provides guidance to assigned subrecipients to effectively plan and implement WIOA-funded grants, and other projects in a manner consistent with federal and state mandates. Maintains contact through on-site visits, telephonic, electronic, and written communication to identify and address local administrative and project barriers relating to the implementation and operation of workforce development projects. Provides programmatic and fiscal guidance to assist with resolving complex and sensitive issues by working closely with subrecipients and their project partners, including other EDD and CWDB staff, the appropriate Regional Advisor(s), management, and various local and state partners.
15%	Identifies and assists subrecipients in resolving local issues. Works with various types of organizations, using excellent interpersonal and communication skills. Exercises good judgment to identify issues to elevate to management for further resolution.
15%	Analyzes project parameters, provides guidance, and facilitates the State's response to technical assistance needs to ensure the assigned subrecipients have the necessary tools, resources, and assistance for successful implementation of projects. Establishes grant management practices and effective operational procedures with non-local area grantees and other organizations that may lack knowledge in implementing federal or state grants. Works closely with subrecipients to monitor project operations and performance, and makes recommendations to resolve operational problems identified.
15%	Functions as a skilled and independent Project Analyst with the ability to negotiate project budgets, implementation plans, and performance benchmarks. Ensures that applicable subgrants are complete in content and in alignment with all program requirements. Uses a broad range of knowledge regarding federal and state programs to make recommendations to resolve subrecipient operational issues. Communicates the status of the project and any related issues to the division's management and to the project operators.
5%	Works with the Regional Advisor to facilitate the coordination and collaboration among funded projects in the assigned region, foster and strengthen local partnerships, and assist in developing local strategies to formulate positive relationships between projects. Consults with state and federal program monitors and staff of other program oversight entities to clarify any deficiencies or violations. Provides consultation to assigned subrecipients to prepare for program and/or fiscal monitoring reviews.
5%	Facilitates and organizes meetings and briefings, presents at and/or attends forums and workgroups, and takes an active role in EDD administrative activities. Responds to sensitive controlled correspondence referred by the Branch Deputy Director, Department Directorate, Labor Workforce Development Agency Secretary, or the Governor.
5%	Coordinates effectively with the Regional Advisor(s) and encourages active participation by all necessary agencies. Conducts follow-up checks to ensure collaboration and agreements are in place, and diplomatically encourage others to take prompt action and provide timely consultation and follow-up to assigned entities.

5%	Assures that all projects, assignments, and work activities are planned, organized, performed, and tracked to achieve optimum use of assigned resources. Ensures that all assignments and self-initiated tasks are completed in a timely manner.	
Percentage of Duties	Marginal Functions	
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: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%		Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>		
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:		
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	10/22/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i>		

Civil Service Classification

Analyst II

Position Number

280-380-5393-976

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