☒Current ☐Proposed

STATE OF CALIFORNIA
CALIFORNIA VICTIM COMPENSATION BOARD
Rev. 04/22

DUTY STATEMENT

EMPLOYEE		RPA # / JOB CONTROL #	
Vacant		27-018 / JC-536692	
POSITION NUMBER 040-440-5393-851	CLASSIFICATION Analyst II	WORKING TITLE Training Unit Analyst	
DIVISION Administration	SECTION/UNIT Enterprise Operations and Services Section / Training Unit	CBID R01	WWG 2
WORK DAYS Monday-Friday	WORK HOURS Supervisor Discretion	TENURE Permanent	TIME BASE Full-time

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Conflict of Interest Classification? ☒ Yes ☐ No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to providing financial assistance to victims of crime and helping them restore their lives. At CalVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

Our Mission: CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.
Our Vision: CalVCB helps victims of crime restore their lives.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (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 Office of Civil Rights).

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents current and an accurate description of the essential job functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

DUTY STATEMENT

(REV. 04/22)

GENERAL STATEMENT

Under the direction of the Supervisor I in the Training Unit, the Analyst II independently performs the more responsible, varied and complex technical analytical staff services assignments in the areas of policy, training, planning, research, development and legislation.

The Analyst II may act in a lead capacity or as an expert resource, sometimes working with high-level administrators, to resolve difficult problems within the analyst's scope of responsibility. The Analyst II will work on a wide variety of projects and assignments, depending on departmental needs and is expected to complete all projects and assignments in a thorough and timely fashion, meeting agency and division standards and expectations.

PERCENTAGE OF TIME SPENT	DUTIES
	ESSENTIAL JOB FUNCTIONS
50%	The Analyst II will be responsible for all stages of development and implementation of training curriculum and resources, supporting adult learning theory and using training industry best practices. The Analyst II will lead, monitor and track project progress and deliverables and facilitate cross-functional project teams using available technology to communicate project progress and status to the Supervisor I. The Analyst II will consistently and dependably meet critical deadlines. The Analyst II will be responsible for developing and delivering curriculum in virtual, in-person and eLearning methods.
20%	Communication with management, team members, and project stakeholders plays a vital role in the success of this position. The Analyst II will communicate effectively and efficiently to different audiences in a variety of modalities: verbal, written, and digital presentations. All communication needs to be professional, diplomatic, accurate, and timely.
15%	Administrative tasks will include but are not limited to: create, improve, and maintain staff manual and tracking logs/systems. Coordinate external training requests with outside stakeholders and training vendors. Assist with administering and maintaining the Blackboard learning management system and the Training Outlook Inboxes.
10%	The Analyst II will be responsible for all stages of training development and implementation, incorporating feedback and edits requested by management. The Analyst II will lead, monitor, and track project progress and deliverables and facilitate cross-functional project teams using available technology to communicate project progress and status to the Supervisor I. The Analyst II will consistently and dependably meet critical deadlines.

	MARGINAL JOB FUNCTIONS
5%	Other job-related projects and/or duties as required.

DESIRABLE QUALIFICATIONS

- Proficiency with the following software programs: Microsoft Word, Excel, PowerPoint, Outlook; Articulate Storyline 360 or other eLearning software, Blackboard or other learning management systems; and web conferencing platforms such as MS Teams, Collaborate and Zoom.
- Strong research & writing skills.
- Ability to understand statistical data and evaluate results.
- Ability to apply and interpret policies, regulations and laws.
- General knowledge of principles, practices and trends in the field of talent development.
- Ability to communicate effectively with a variety of audiences.
- Ability to take complex topics and communicate key information in a simple, straightforward manner.
- Ability to create visually compelling presentations and documents.
- Ability to take and follow verbal or written directions from supervisors/managers.
- General knowledge of CalVCB's mission, goals, and policies to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the unit and/or division.
- General knowledge of the Victim Compensation Division to establish program goals/objectives and identify/resolve program issues.
- General knowledge of public and business administration, government functions, and methods and techniques of effective leadership.
- General knowledge of the formal and informal aspects of the legislative process in order to analyze proposed legislation impacting the department.
- General knowledge of governmental functions and organization at the State and local level to maintain and foster a good working relationship with our clients.

PERSONAL CHARACTERISTICS AND EXPECTATIONS

- Customer-service oriented, demonstrating professional customer service skills & strong interpersonal skills.
- Ability to work independently and as a member of a team with open-mindedness, flexibility and respect.
- Demonstrates good interpersonal skills by performing in a professional and personable manner with the public, other governmental entities, and staff at all levels, successfully developing and maintaining their confidence and cooperation.
- The ability to work under pressure and meet deadlines in a fast-paced work environment, effectively managing multiple & sometimes rapidly changing priorities.
- Uses appropriate and effective communication methods and strategies.
- Consistent use of critical and creative thinking skills to solve problems and complete work assignments.
- Perform successfully in a diverse community as well as with individuals from varied backgrounds by demonstrating respect and appreciation for differences in all interactions.
- Understands, follows, and enforces all safety rules and procedures.

- Is supportive of management and coworkers.
- Develops and maintains knowledge and skills related to the job.
- Maintains acceptable, consistent, and regular attendance.

PHYSICAL ABILITIES

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving objects up to thirty pounds.