State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED: October 1, 2026	VETERANS SERVICES DIVISION		

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
ANALYST I		830-175-5157-XXX

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
HQ-SACRAMENTO	MONDAY-FRIDAY 8:00am – 5:00pm	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	NO		

Under the supervision of the Supervisor I in the Veterans Services Division (VSD), California Transition Assistance Program (CalTAP) unit, the incumbent will provide ongoing analytical duties and assist in developing, and implementing the curriculum for and efficacy of the CalTAP program. The incumbent will assist in planning, organizing, and facilitating in-person trainings throughout the State, and collect metrics with participants and external stakeholders to ensure relevance and compatibility with target population. The incumbent will also assist in the maintenance of the CalVet Service Provider database, assists VSD management in the collection and analysis of veteran demographic and needs-based information, and directly assists constituents with service needs. The incumbent will learn the principles, practices, and forms of veterans services at the national, state, county, and local levels; acquire knowledge of veterans service providers at the aforementioned levels; analyze data and present information effectively orally and in writing. This position requires approximately 25% travel.

% of time performing duties	ESSENTIAL FUNCTIONS
35%	Plan and facilitate in-person CalTAP trainings throughout the State through the development of the curriculum; identifying and securing venues; producing and providing training materials; promoting the event; scheduling presenters; hosting presenters to ensure their needs are met; ensuring the venue is set-up; distributing materials to students; and attending to all issues related to CalTAP training. Conduct and analyze post-event surveys of students and service providers.
20%	Research service providers at the national, state, county and local levels. Conduct and analyze surveys of veterans and service providers regarding the quality and scope of service providers' work; present results to VSD leadership. Use survey results to inform outreach efforts and lists of invitees for in-person CalTAP trainings. Use research and survey results to update the CalVet Service Provider database; validate and update contact information and other details for each Service Provider; review database on a monthly basis to ensure all information is complete and accurate.
15%	Work closely with the other Analyst's in VSD to conduct and/or review studies about veteran demographics, veteran's family demographics, and service needs for veterans and their families, in the state of California. Identify data trends; make recommendations based on data results; formulate policies to improve service delivery. Provide and/or review analysis of survey results to incorporate data analysis and other data sources to modify and update the curriculum.
15%	Research, analyze, and respond to various inquiries received by constituents with requests for assistance or information; connect constituents with service providers; provide referrals to public agencies; research constituent issues to provide comprehensive responses and referrals via phone, letters, email, or in person.

10%	Represent the Department at meetings with federal, state, and local governmental agencies, and private and public veteran organizations on veteran benefits and services as necessary.
NON-ESSENTIAL FUNCTIONS	
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. *Some travel may be required (i.e., travel to off-site conferences, meetings or training).*	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X
WALKING: Within the department to various units.			X		
SITTING: Work station; meetings; training.					X
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			

PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

CONFLICT OF INTEREST (if applicable):

☒ Conflict of Interest Filing (Form 700) required ☐ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**

REV. 10/2026

State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED: October 1, 2026	VETERANS SERVICES DIVISION	VETERAN & COMMUNITY ENGAGEMENT	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
ANALYST II	CALTAP TRAINING COORDINATOR	830-175-5393-xxx

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
HQ-SACRAMENTO	MONDAY-FRIDAY 8:00am – 5:00pm	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	YES	2	R01

Under the supervision of the Supervisor I in the Veterans Services Division (VSD), California Transition Assistance Program (CalTAP) unit, the Analyst II, will provide ongoing analytical duties and assist in developing, and implementing the curriculum for and efficacy of the CalTAP program. The analyst II will assist in planning, organizing, and facilitating in-person trainings throughout the State, and collect metrics with participants and external stakeholders to ensure relevance and compatibility with target population. The analyst II will also assist in the maintenance of the CalVet Service Provider database, assists VSD management in the collection and analysis of veteran demographic and needs-based information, and directly assists constituents with service needs. The analyst II will learn the principles, practices, and forms of veterans services at the national, state, county, and local levels; acquire knowledge of veterans service providers at the aforementioned levels; analyze data and present information effectively orally and in writing. This position requires approximately 25% travel.

% of time performing duties	ESSENTIAL FUNCTIONS
35%	Plan and facilitate in-person CalTAP trainings throughout the State through the development of the curriculum; identifying and securing venues; producing and providing training materials; promoting the event; scheduling presenters; hosting presenters to ensure their needs are met; ensuring the venue is set-up; distributing materials to students; and attending to all issues related to CalTAP training. Conduct and analyze post-event surveys of students and service providers.
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15%	Work closely with the other Analyst's in VSD to conduct and/or review studies about veteran demographics, veteran's family demographics, and service needs for veterans and their families, in the state of California. Identify data trends; make recommendations based on data results; formulate policies to improve service

	delivery. Provide and/or review analysis of survey results to incorporate data analysis and other data sources to modify and update the curriculum.
15%	Research, analyze, and respond to various inquiries received by constituents with requests for assistance or information; connect constituents with service providers; provide referrals to public agencies; research constituent issues to provide comprehensive responses and referrals via phone, letters, email, or in person.
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NON-ESSENTIAL FUNCTIONS	
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WALKING: Within the department to various units.			**X**		
SITTING: Work station; meetings; training.					**X**
STANDING: Copy documents; review records.			**X**		
BALANCING:		**X**			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					**X**
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					**X**
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					**X**
LIFTING UP TO 10 LBS:					**X**

LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

CONFLICT OF INTEREST (if applicable):

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- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**