**Duty Statement**
Department of Human Resources
State of California

☐ Current ☒ Proposed

| Classification Title | Division/Unit |
|---|---|
| Analyst III | Workforce Development Division |
| **Working Title** | **HQ Designation** |
| | CalHR Sacramento |
| **Position Number** | **Date Prepared** |
| 363-940-5402-002 | 10/8/2026 |
| **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 Manager I, the Analyst III is responsible for management of Statewide Civil Service Apprenticeship Programs in the Workforce Development Division including, coordinating with partnering organizations, providing technical guidance, developing and delivering training, developing resources, etc.

Specific 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 |
|---|---|---|
| 30 % | OV | Develop, implement, and maintain Statewide Civil Service Apprenticeship programs. Provide technical expertise, guidance, and support to department managers and executives on apprenticeships such as career development, succession planning and diversity, equity, and inclusion strategies for departments. Serve as a Statewide Civil Service Apprenticeship subject matter expert. Collaborate with other Division and Department team |

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|---|---|---|
| | | members to position Statewide Civil Service Apprenticeship programs as integrated workforce development, equity, and risk mitigation strategies. |
| 30 % | OV | Provide oversite of individual Statewide Civil Service Apprenticeship programs including serving as a management voting member on Joint Apprenticeship Committees with responsibility to prepare for and fully participate in meetings, and complete any necessary action items as follow up; maintain regular and routine contact with employee representative groups, the Division of Apprenticeship Standards (DAS) with the Department of Industrial Relations, Department of Labor, (DOL) and participating departments to ensure all programs are in accordance with all Memorandums of Understanding, laws, and rules; maintain program records and materials in accordance with CalHR's records retention schedule, and DAS and DOL requirements. |
| 15 % | OV | Coordinates with the Financial Management Division to create, implement, monitor, and evaluate statewide and departmental data to guide proposals for new apprenticeship programs, and effectiveness of all current programs. Identify opportunities for policy development and update, develop, document, and review program processes and metrics to determine program effectiveness and success. |
| 15 % | OV | Maintain current best practice knowledge of apprenticeships in public sectors; attend industry meetings such as Inter-Agency Advisory Committee on Apprenticeship with the purpose of sharing information internally; monitor funding stream opportunities and attend related meetings. |
| 10 % | OV | Develop and present internal and/or external training courses related to apprenticeship; develop marketing strategies for communicating benefits of apprenticeship, individual Statewide Civil Service Apprenticeship Programs, and tools, resources, and services available to departments. |

## Supervision Received
The Analyst III reports directly to and receives the majority of assignments from the Manager I; however, direction and assignments may also come from the Division Chief (C.E.A.).

## Supervision Exercised
None.

## Special Requirements/Desirable Qualifications
Desirable qualifications include a working knowledge of human resources and labor relations laws, rules, policies, and practices; collaborative leadership and working style, excellent interpersonal, written and oral communication skills, a high degree of emotional intelligence; and an ability to adjust well to changes in assignments, workload and priority.

## 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.

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|---|---|---|
| **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** |