State of California
Department of
Industrial Relations

DUTY STATEMENT

☒ **CURRENT**

☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst II	Strategic Youth Business Analyst

PROGRAM NAME	UNIT NAME
Division of Apprenticeship Standards	Apprenticeship & Workforce Innovation AWI/ Apprenticeship Expansion Unit AEU

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
320 W. Fourth St. Rm 950, Los Angeles, CA 90013	400 – 70X-5393-907

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	2	No	Yes	No

General Statement

Under direction of the Supervisor I, the Analyst II will support and build partnerships around statewide registered youth apprenticeship and pre-apprenticeship expansion. Provides complex advisory-level outreach and technical assistance, supporting workforce youth apprenticeship initiatives, and identifying best practices and lessons learned in complex program development at the state, regional, and local levels to increase equitable access for registered youth apprenticeship programs in California.

Responsible for complex analytical advisory and oversight of registered youth apprenticeship and pre-apprenticeship partnership activities by building collaborative partnerships with national, state, regional, employers, local K-12 education agencies, community colleges, community-based organizations, local agencies, and other workforce partners. Provide an overview of the benefits of registered youth apprenticeship and pre-apprenticeship and conduct partnership activities aimed at improving, aligning, and expanding innovative registered youth apprenticeships by attending committee meetings and delivering oral and multimedia presentations in the following industries: Information Technology, Cybersecurity, Public Service, Healthcare, Business Services, Agriculture, Advanced Manufacturing, Transportation, and others.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties **Essential Job Functions**
35%	Educate and advise youth focused stakeholders such as employers, local K-12 education agencies, community colleges, community-based organizations, local agencies, and other workforce entities in meetings to build partnerships and expand registered youth apprenticeship throughout California. Provide guidance and direction to existing registered youth apprenticeship program sponsors and intermediaries communicating through written and verbal correspondence. Attend in-person or virtual registered youth apprenticeship committee meetings and provide technical support for apprenticeship committee members to ensure compliance and operational quality following the approved apprenticeship standards, labor code, and State regulations.

30%	Provide detailed facts, historical data, and recommendations to regions and sectors that will benefit from registered youth apprenticeship career pathways using the California Apprenticeship System (CAS) database and other internal data platforms. Provide strategic outreach materials from the Division of Apprenticeship Standards (DAS) SharePoint database. Share policies, benefits, and resources with youth focused stakeholders to increase registered youth apprenticeship awareness that will lead to successful earn-and-learn pathways for youth populations including at-risk and under-served. Create and deliver in-person and/or virtual industry sector focused PowerPoint presentations on registered youth apprenticeship to a wide variety of youth organizations and industry sector prospects. Research and analyze potential funding streams for the sustainability of apprenticeship.
30%	Draft, review, submit, and revise standards for registered apprenticeship programs using Microsoft Word and Adobe PDF. Inspecting and guiding all stakeholders of AB235, Interagency Advisory Committee on Apprenticeship, California Codes of Regulation Title 8, and related requirements to ensure compliance of enrolling apprentices into an approved Registered Apprenticeship Program (RAP) in the Divisions Customer Relationship Management (CRM) system. Track apprentices' on-the-job training, and related supplemental instruction hours with Excel spreadsheet, and introduce modern apprenticeship tools web registration. Guide stakeholders to new and innovative ways to create new programs and add occupations. Prepare written monitoring reports, and when requested, prepare a written analysis of agreement performance, problems, results, and recommendations to apprenticeship stakeholders. Demonstrate oral and written presentations to management staff and apprenticeship communities in a virtual format such as Microsoft Teams, ZOOM, and other alternatives.

Percentage of Time Spent	**Marginal Job Functions**
5%	On occasion, serve as a grant reader by evaluating and scoring grant applications following provided instructions. Maintain positive business and working relationships and perform other related duties as assigned.

Conduct, Attendance, and Performance Expectations

This position requires the Analyst II to maintain acceptable, consistent and regular attendance at such level as is determined at the Department's sole discretion; communicate effectively with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct. The Analyst II must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Supervision Received

The Analyst II reports directly to and receives most assignments from the Supervisor I; however,

direction and assignments may also come from the Assistant Chief, the Deputy Chief, or the Chief of the Division.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The Analyst II works 40 hours per week in a cubicle office setting. Air-conditioned, high-rise building with elevator access, with natural and artificial lighting. The Analyst II occasionally attends committee meetings and outreach events; work remotely at community business partners locations; collaborate with staff statewide to complete work assignments.

Special Requirements/Other Information

N/A

Physical Abilities

The Analyst II will use a computer, telephone, and other office equipment such as copiers and scanners are necessary. The Analyst II will move and transport office items in a safe matter. The positions requires frequent use of a computer and cell phone and tolerates typical office/vehicle noise and/or vibration. The Analyst II will work at a computer in a stationary position for long periods of time.

Additional Requirements/Expectations

The Analyst II must work in a professional manner and establish cooperative working relationships with others. The Analyst II regularly attends and advises at committee meetings and outreach events; work remotely at community business partner locations; collaborate with staff statewide to complete work assignments. Occasional travel is required.

Personal Contacts

The Analyst II has daily contact with other staff within the Apprenticeship Expansion Unit, frequent contact with staff in other Department of Industrial Relations Divisions/Units, and some contact with members of the public when traveling.

Employee Acknowledgment

I have read and understand the duties listed above and 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 these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential 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 Name	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials	Approval Date