CALHR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Duty Statement

Department of Human Resources
State of California

☒ Current ☐ Proposed

Classification Title	Division/Unit
Analyst III	Workforce Development
Working Title	**HQ Designation**
Selection Program Consultant (SPC)	CalHR Sacramento
Position Number	**Date Prepared**
363-920-5402-XXX	10/13/2026
Name	**Effective Date**
	10/13/2026

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 Supervisor II, the Analyst III is responsible for designing, developing, and delivering the Selection Analyst Training Certification program and related training courses for the Talent Development unit. Duties include, but are not limited to, the following:

Commented [LE1]: Please update or add in general statement

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

Percentage	(O) / (V)	Essential Job Duties
45%	(E)	**Selection Program Consultant** Provide subject matter expertise and consultation on the statewide selection process, specifically as it applies to the delivery of training to civil service employees. This includes collaborating/consulting with other Selection SMEs and Learning and Development professionals in the creation and delivery of content for various courses including the Selection Analyst Training Certification (SATC). Act in a project manager capacity to plan, track, and monitor course development milestones to ensure the delivery of courses are within allocated timeframes. Lead and facilitate instructive discussions and engaging activities that focus on the

		application of learning elements associated with selection process training.
30%	(E)	**Research and Develop Selection Process Training** Develop training curriculum by partnering with internal and external stakeholders on policy and best practices and supporting collaborative efforts with statewide training and selection process partners, the Examinations Supervisors Forum (ESF), agency and department leaders, and division colleagues to design, develop, implement, evaluate and continuously renew the state's approach to developing employee competencies. Research and maintain frontline knowledge as it applies to the civil service Selection process, to include all applicable state laws, rules, regulations, government codes, mandates, policies, and the State Personnel Board Selection Manual. Review and improve training collateral associated with the SATC course using adult learning principles. Create, monitor, and analyze training assessments that evaluate the knowledge and understanding of learning objectives.
10%	(E)	**Data Analysis, Audit, and Report** Analyze participant and program data to identify trends and measure program effectiveness of all Selection Analyst Training courses. Provide ongoing review of program efforts through audit and feedback of training delivery, materials, and activities. Report key findings and program metrics to internal and external stakeholders as it relates to course success and areas of opportunities. Provide solutions to enhance the learner experience, improve the learning outcomes, and ensure program alignment with CalHR mission, vision, and goals.
10%	(E)	**Communication, Education and Outreach, and Special Projects** Collaborate with ESF, vendors, partners, and stakeholders to build and facilitate a professional community of practice for state employees to share best practices and experience regarding state civil service selection processes. Provide expert advice and consultation to help HR professionals conduct the selection process with the highest level of expertise. Attend Human Resources related forums to stay up to date on any laws, rules or policy changes that may impact training content delivery. Keep up with employee development industry trends to propose innovative ideas for maximizing the effectiveness of the HR academy. Serve on various special projects within the Workforce Development Division as a Human Resources subject matter expert (SME).
Percentage	**(O) / (V)**	**Marginal Job Duties**
5%	(M)	**Other Duties as Assigned**

Supervision Received

The Analyst III reports directly to and receives the majority of assignments from the Supervisor II; however, direction and assignments may also come from the Manager II and get functional guidance from the Selection Division Chief and the Workforce Development Division Chief.

Commented [LE2]: Please replace Staff Services Manager I to Analyst III,
Please replace Staff Services Manager II to Supervisor II
Please replace Staff Services Manager III to Manager II

Supervision Exercised

None

Special Requirements/Desirable Qualifications

Functional or training experience with State of California Human Resources including knowledge of:
• Merit Based Selection Processes
• Job Analysis Development
• Exam Planning, Development, and Administration
• Evaluating Minimum Qualifications
• Use of HR systems such as ECOS
• HR Resources (i.e., SPB Selection Manual, CalHR Manual)
• Adult Learning Principles for Training
• Exceptional communication skills, both verbal and written.
• Ability to apply the principles, methods, techniques, and tools for developing, scheduling, coordinating and managing projects
• Experience with Microsoft Suite, to include PowerPoint, Excel, and Word
• Ability to act as change management agent
• Ability to collaborate and influence stakeholders to maximize training delivery outcomes
• Experience working in a digitally collaborative environment leveraging technology platforms like SharePoint, Microsoft Teams, Zoom/WebEx
• Ability to designing and delivering training to various audiences using blended delivery modalities (VILT, ILT, CBT, eLearning, etc.)
• Experience using a learning management system (LMS)

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.

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