☒ Current
☐ Proposed

# POSITION STATEMENT

| 1. POSITION INFORMATION | |
|---|---|
| CIVIL SERVICE CLASSIFICATION: | WORKING TITLE: |
| Analyst II | *Program Analyst* |
| NAME OF INCUMBENT: | POSITION NUMBER: |
| | 281-399-5393-XXX |
| SECTION/UNIT: | SUPERVISOR'S NAME: |
| Program Projects Unit | Michele Irwin |
| DIVISION: | SUPERVISOR'S CLASSIFICATION: |
| Assessment and Program Division | Supervisor I |
| BRANCH: | REVISION DATE: |
| Employment Training Panel | 9/21/2026 |
| **Duties Based on:** ☒ Full Time ☐ Part Time – Fraction _____ ☐ Temporary – _____ hours | |

## 2. REQUIREMENTS OF POSITION

**Check all that apply:**

☒ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☒ Travel May be Required
☐ Call Center/Counter Environment
☐ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements *(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)*:

Travel to local employer sites and possible overnight travel as needed to monitor training contract compliance.

## 3. DUTIES AND RESPONSIBILITIES OF POSITION

Under the direction of Supervisor I, the incumbent maintains responsibility for the development of the more complex training contracts, statewide apprenticeship training projects and new contracting models spanning all phases from initial marketing through final negotiations and contract approval. In addition, the incumbent monitors assigned Employment Training Panel (ETP) contracts for compliance with contract terms and conditions. The duties and responsibilities require the Program Analyst to conduct research, analysis, and use of independent judgment and discretion to interpret and apply statues, regulations, policies and procedures, and work direction to specific situations, compiles and reports findings on training contracts, statewide apprenticeship training projects, new contracting models, and other highly sensitive projects, as well as make necessary recommendations to contractors and ETP Management. As a full journey analyst, the duties and responsibilities require the performance of the more responsible, varied and complex technical analytical analyst series assignments. The incumbent is a team leader, peer trainer, subject matter expert, and coordinates efforts of ancillary projects, as well as representing the unit/department as assigned. Duties require multi-tasking, meeting priority deadlines, excellent customer service, and maintaining necessary project and workload management. The incumbent will be responsible for understanding ETP legislation, regulations, and policies.

| Percentage of Duties | Essential Functions |
|---|---|
| 30% | Develops the more complex training proposals, statewide apprenticeship training projects, and new contracting models with potential contractors in the development of projects likely to merit ETP funding. Provides technical assistance to customers in utilizing ETP systems, identifying training needs, and informs employers and training providers of ETP eligibility, curriculum, and budgetary requirements, according to ETP legislation, regulations and policies. Responsible |

| | |
|---|---|
| | for analysis, preparation, and writing project outlines, contracts, amendments, and budgets. Prepares written analysis (including memorandums), correspondence, and maintains documentation on each funding request. Works with Central Office review staff to process applications, proposals, contracts, amendments, and budgets. On-site travel or virtual meetings utilized to conduct these functions is included in this percentage. |
| 30% | Independently reviews, analyzes and evaluates the activities associated with the more complex training proposals, statewide Apprenticeship training projects, and new contracting models for on-going training contracts to ensure that contractors comply with terms and conditions of the contracts, and to ensure training activities and training documentation are in compliance with the Panel's legislation, regulations, policies and directives. Interviews contractors, trainees, subcontractors, and participating employers to collect information to evaluate the effectiveness of training programs. Discusses and coordinates contract revision requests with contractors and appropriate project staff. On-site travel or virtual meetings utilized to conduct these functions is included in this percentage. |
| 15% | Independently prepares and provides written monitoring reports, and when requested, prepares written analysis of contract performance, problems, results, and recommendations. Makes oral and written presentations to management staff. |
| 10% | Provides technical assistance to contractors and subcontractors on how to utilize ETP systems and ensures accurate and appropriate procedures are adhered to in the following areas:<br><br>1. Trainee Recruitment<br>2. Trainee Certification<br>3. Trainee Enrollment<br>4. Contract Invoicing<br>5. Accounting Records<br>6. Training Records<br>7. Revisions (Amendments/Modifications)<br>8. Employer Eligibility Certifications |
| 10% | Markets new training contracts by maintaining positive business contacts in person, by telephone, and through written correspondence to inform potential contractors, including employers, training providers, and others of program criteria and procedures. Demonstrates broad and specific knowledge on organization and department requirements. Investigates complaints, report findings, recommends corrective action and complaint-resolution procedures on complaints received from trainees, contractors, and other participating organizations regarding the terms and conditions of ETP Contracts. |
| **Percentage of Duties** | **Marginal Functions** |
| 5% | Performs other duties as assigned |

**4. WORK ENVIRONMENT** *(Choose all that apply)*

| | |
|---|---|
| Standing: Occasionally - activity occurs < 33% | Sitting: Continuously - activity occurs > 66% |
| Walking: Occasionally - activity occurs < 33% | Temperature: Temperature Controlled Office Environment |
| Lighting: Artificial Lighting | Pushing/Pulling: Occasionally - activity occurs < 33% |
| Lifting: Occasionally - activity occurs < 33% | Bending/Stooping: Occasionally - activity occurs < 33% |
| Other: *Click here to enter text.* | |
| **Type of environment:**<br>☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other**:** | |
| **Interaction with customers:** | |

| Civil Service Classification | Position Number |
|---|---|
| Analyst II | 281-399-5393-XXX |

☐ Required to work in the lobby ☐ Required to work at a public counter
☒ Required to assist customers on the phone ☐ Required to assist customers in person
☐ Other:

## 5. SUPERVISION

Supervision Exercised*:*

## 6. SIGNATURES

**Employee's Statement:**
*I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.*

Employee's Name:

Employee's Signature: Date:

**Supervisor's Statement:**
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

## 7. HRSD USE ONLY

**Classification and Pay Group (CPG) Approval**

| | | |
|---|---|---|
| ☐ Duties meet class specification and allocation guidelines.<br>☐ Exceptional allocation, 625 on file. | CPG Analyst initials | Date approved |
| | YS | 11/3/2026 |

**Reasonable Accommodation Unit use ONLY** *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

*Click here to enter text.*

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

☐ Current
☐ Proposed

# POSITION STATEMENT

| 1. POSITION INFORMATION | |
|---|---|
| CIVIL SERVICE CLASSIFICATION: | WORKING TITLE: |
| Analyst I | *Program Analyst* |
| NAME OF INCUMBENT: | POSITION NUMBER: |
| | 281-399-5157-703 |
| SECTION/UNIT: | SUPERVISOR'S NAME: |
| Program Projects Unit | Michele Irwin |
| DIVISION: | SUPERVISOR'S CLASSIFICATION: |
| Assessment and Program Division | Supervisor I |
| BRANCH: | REVISION DATE: |
| Employment Training Panel | 9/21/2026 |
| **Duties Based on:** ☒ Full Time ☐ Part Time – Fraction _____ ☐ Temporary – _____ hours | |

## 2. REQUIREMENTS OF POSITION

**Check all that apply:**

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☒ Travel May be Required
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Description of Position Requirements *(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)*:

Travel to local employer sites and possible overnight travel as needed to monitor training contract compliance.

## 3. DUTIES AND RESPONSIBILITIES OF POSITION

Under the supervision of Supervisor I, the incumbent will learn and develop knowledge and skills under senior analysts. The incumbent will develop program and negotiation skills to maintain responsibility for the development of the less complex training contracts, statewide apprenticeship training projects, and new contracting models spanning all phases from initial marketing through final negotiations and contract approval. In addition, under the Supervisor I's guidance and direction, the incumbent monitors assigned Employment Training Panel (ETP) contracts for compliance with contract terms and conditions. The duties and responsibilities require research, analysis, and use of independent judgment and discretion to interpret and apply statues, regulations, policies and procedures, and work direction to specific situations. Duties require multi-tasking, meeting priority deadlines, excellent customer service as well as maintaining necessary project and workload management. The incumbent will be responsible for understanding ETP legislation, regulations, and policies.

| Percentage of Duties | Essential Functions |
|---|---|
| 30% | Develops training proposals, statewide apprenticeship training projects, and new contracting models with potential contractors in the development of projects likely to merit ETP funding. Provides technical assistance to customers in utilizing ETP systems, identifying training needs and informs employers and training providers of ETP eligibility, curriculum, and budgetary requirements, according to ETP legislation, regulations and policies. Responsible for analysis, preparation, and writing project outlines, contracts, and amendments. Prepares written analysis (including memorandums), correspondence and maintain documentation on each funding request. Works with Central Office review staff to process applications, proposals, |

| | |
|---|---|
| | contracts, and technical amendments. On-site travel or virtual meetings utilized to conduct these functions is included in this percentage. |
| 30% | Reviews, analyzes and evaluates the activities associated with statewide apprenticeship training projects, and new contracting models for on-going training contracts to ensure that contractors comply with terms and conditions of the contracts, and to ensure training activities and training documentation are in compliance with the Panel's legislation, regulations, policies and directives. Interviews contractors, trainees, subcontractors and participating employers to collect information to evaluate the effectiveness of training programs. Discusses and coordinates contract revision requests with contractors and appropriate project staff. On-site travel or virtual meetings utilized to conduct these functions is included in this percentage. |
| 15% | Prepares and provides written monitoring reports, and, when requested, prepares written analysis of contract performance, problems, results, and recommendations. With support from Supervisor I or Analyst II, makes oral and written presentations to management staff. |
| 10% | Provides technical assistance to contractors and subcontractors on how to utilize ETP systems and ensures accurate and appropriate procedures are adhered to in the following areas:<br><br>1. Trainee Recruitment<br>2. Trainee Certification<br>3. Trainee Enrollment<br>4. Contract Invoicing<br>5. Accounting Records<br>6. Training Records<br>7. Revisions (Amendments/Modifications)<br>8. Employer Eligibility Certifications |
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Other: *Click here to enter text.*

**Type of environment:**

☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other**:**

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Supervisor's Name:

Supervisor's Signature: Date:

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