Employment Development Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	*Training Consultant*
NAME OF INCUMBENT:	POSITION NUMBER:
Click here to enter text.	280-338-5393-781
SECTION/UNIT:	SUPERVISOR'S NAME:
EDD University Group	*Click here to enter text.*
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Human Resource Services Division	Supervisor I
BRANCH:	REVISION DATE:
Administration	6/1/2022

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.)*:

Click here to enter text.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions):

Under the direction of the Supervisor I, incumbent will evaluate Department training needs, develop e-learning strategies, develop new or revise existing course material, coordinate and conduct training using a variety of methods and perform administrative work necessary to deliver specific training programs.

Incumbent will also individually research training to increase personal resources and abilities to perform in this trainer-analyst position; assist members of the University in developing and presenting training programs; be available for special project assignments.

Percentage of Duties	Essential Functions
40%	Design, conduct, and analyze training needs surveys for the Department's training program. Research laws, regulations, policies, and procedures to select appropriate course content; independently develop course outlines by coordinating with Department's management and other EDDU training analysts. Prepare training objectives; select instructional methodology such as classroom or web-based learning; devise training aids such as handouts, exercises, role plays, case studies, group and individual work projects; choose appropriate aids such as videos; prepare written instructor and trainee guides. Conduct the most complex Department training programs as facilitator, or independent trainer using various instructional methods such as lecture, webinar, guided discussion, brainstorming, group problem solving, modeling, etc. Managing facilitated courses using the Department Learning Management System, including adding session, monitoring waitlist, and attendance. Occassional overnight travel may be required.

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25%	Perform complex staff work such consulting with other Departmental personnel in developing and designing training curriculum. Act as resource to and consult with Department managers and supervisors on special projects to identify training needs, program objectives and evaluation of project results using training techniques such as problem solving, performance analysis, team building, group conferences, and oral presentation.
15%	Develop evaluation methods to determine that training meets objectives; analyze programs and work with management to update training to meet changes and improve results of the learning process.
15%	Schedule classes, coordinate supplies and training sites. Act as liaison between EDDU and Department employees on available training programs, adherence to our service training policies, and other training matters. Operate a variety of equipment such as projectors, poster-maker, video equipment, personal computer and various virtual platforms used for virtual trainings.
Percentage of Duties	**Marginal Functions**
5%	Other duties as assigned.

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

Standing: Frequently - activity occurs 33% to 66%	Sitting: Frequently - activity occurs 33% to 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:

☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☒ Other**:** Hybrid Work environment

Interaction with customers:

☐ 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: Video Conferencing Platforms

5. SUPERVISION

Supervision Exercised*:* May act as lead.

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

Civil Service Classification
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Position Number

☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, 625 on file.	CPG Analyst initials	Date approved
	nsw	11/24/2025

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

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

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3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions):

Under supervision of the Supervisor I, develops e-learning strategies; conducts training; including scheduling classes; coordinating registrations; arranging for sites, supplies, and equipment; providing consultative services to department program areas; reviewing department training functions and processes.

Percentage of Duties	Essential Functions
40%	Review, analyze and develop training to ensure that the material is appropriate for the intended audience. Accurately delivers training material, spanning a wide variety of disciplines, including soft skills, and HR related programs. Ensures training sessions are adequately equipped with accessibility funcitons, this includes the testing of materials prior to sessions. Utilizing the Department Learning Mangement System, the analyst will schedule sessions, monitor waitlist, and attendance; coordinate registrations; arrange for sites, supplies, and equipment. Occasional overnight travel may be required.
25%	Research, analyze, recommend, and develop innovative business solutions for e-learning. Provides consultative services to department program areas in the design and development of e-learning.
15%	Assess, and analyze research data using various analytical methodologies for the purpose improving training service delivery. Data may come from a variety of sources, including other training classes, LMS and independent research. Provide viable business solutions for training problems. Participates in the development of strategies to support EDDU business functions.

15%	Work with enterprise training community, the e-learning community, and EDD management and training personnel to implement e-learning. Reviews department training functions and processes with the objective to convert manual, labor intensive processes to automated processes, taking advantage of the newest technology.
Percentage of Duties	**Marginal Functions**
5%	Other duties as assigned.

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☒ Required to assist customers on the phone ☒ Required to assist customers in person
☒ Other: Microsoft Teams

5. SUPERVISION

Supervision Exercised*:*

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