DPARTMENT OF DEVELOPMENTAL SERVICES
SERVICE INNOVATION AND OVERSIGHT DIVISION
WORKFORCE DEVELOPMENT BRANCH
WORKFORCE ANALYTICS UNIT

DUTY STATEMENT

JOB TITLE: Analyst II **POSITION #:** 472-588-5393-700

WORKING TITLE: Workforce Development and Training Analyst
EMPLOYEE:

POSITION DESCRIPTION: Under direction of the Supervisor I, the Analyst II independently performs analytical assignments related to Workforce Development and Training programs and initiatives for regional center staff and Direct Support Professionals (DSP) who provide services and support for individuals with intellectual and developmental disabilities (I/DD). Perform analytical tasks as well as program coordination and consultation in the analysis, research, design, development, implementation, monitoring and evaluation of Workforce Development programs and initiatives for individuals with I/DD. Analyze overall DSP Workforce Development programs and initiatives and identify additional opportunities that the Department of Developmental Services (Department) should explore. The position requires excellent analytical skills, critical thinking, strong communication skills, experience with data management, and knowledge of the unique needs of individuals with I/DD.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to and is under direction of the Supervisor I.

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Perform analytical tasks as well as program coordination and consultation in the analysis, research, design, development, implementation, monitoring and evaluation of the Department's Workforce Development and Training programs and initiatives. Manage projects/contracts, including clarification of expectations, development of a plan, scheduling timelines, monitoring/reporting on progress towards outcomes and achievement of outcomes. Develop and maintain performance reports based on registration, tiered training and continuing education completion, DSP demographic information, as well as fiscal data related to tiered rate payments to DSPs and other expenditures. Develop surveys and systems to monitor and track projects. Collect, organize, maintain, and analyze data. Provide recommendations based on data analysis.

30% Provide program oversight to the workforce programs and conduct periodic monitoring activities to assure that the program implementation is in accordance with the statutory and regulatory requirements, and Department priorities. Provide program oversight, monitoring, and technical assistance to regional centers and providers on program processes which include establishing and regularly reviewing program requirements. Provide ongoing review of program process and procedural updates, develop and maintain registry and certification reports, review billing invoices for pay differentials and evaluate pay through methods.

20% Collaborate internally with Department staff and externally with other state agencies, regional centers, and others. Participate in project groups, either as a team leader or team member in activities related to Workforce Development program and initiatives. Serve as liaison to plan, organize, facilitate, coordinate communication between management, staff, and external community engagement members to provide program information, answer questions, and address issues/problems. Maintain effective, ongoing communication and provision of technical assistance and support.

10% Draft directives, guidance, and other correspondence to communicate with internal and external audiences on implementation and other related activities of the Workforce Development programs and initiatives. Review and edit technical reports and create report summaries for diverse audiences. Collect, organize, maintain, analyze, and develop reports and recommendations on performance and fiscal data. Produce related budget proposals, regulations, bill analysis, and other communications.

Marginal Job Functions:.

5% Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: The position may require occasional daytime and overnight travel throughout the state. Duties involve working under tight deadlines, extensive computer use, and reviewing documents and working papers.

This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Computer hardware and software, including Microsoft Word, Excel, PowerPoint, InDesign and Outlook; analytical concepts, principles, and techniques; government structure, organization and function; planning, policy and systems/management analysis and program evaluation; project management principles, including work plan development and budgeting; the Department's mission, and values; and it is desirable that the Analyst II has an understanding of the processes of

community and group interaction in developmental disabilities planning procedures; current trends and promising practices in developmental disabilities.

Ability to: Manage multiple projects in order to meet Departmental goals and objectives; communicate effectively, the results of analytical processes; work collaboratively in multidisciplinary teams, and develop and maintain cooperative and harmonious relationships with regional centers and other state agencies, peers, the public, and others; apply analytical concepts, and reason logically to develop and recommend solutions or policies; work in a lead capacity and coordinate work of others; perform legislation review and analysis; review and draft regulations; apply quality management principles and techniques; represent the Department, as requested by the supervisor, and work independently and as part of a team.

CERTIFICATION OR LICENSE: None.

Employee Name (Print)	Employee Signature	Date

Supervisor Name (Print)	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.