State of California
Department of
Industrial Relations

DUTY STATEMENT

☒ CURRENT

☐ PROPOSED

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst II	Program Quality and Review Analyst

PROGRAM NAME	UNIT NAME
Division of Apprenticeship Standards	Program Quality and Review Unit

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
1515 Clay Street Suite 1902 Oakland CA 94612	400-709-5393-XXX

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

General Statement

Under the direction of the Program Quality and Review Unit (PQR) Senior Apprenticeship Consultant, the Analyst II supports the PQR staff by maintaining the procedures and training documentation related to the program application process for Apprenticeship, On-the-Job Training, Journeyperson Upgrade and Pre-Apprenticeship Programs.

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

Percentage of Time Spent	Duties Essential Job Functions
40%	Create and maintain the Program Standards templates (contracts), meeting California (CA) Labor Code, CA Code of Regulations requirements and Division of Apprenticeship Standards (DAS) policy for Apprenticeship, On-the-Job Training, Journey-person Upgrade and Pre-apprenticeship programs for use by all DAS Staff. To ensure consistency in the application of CA Labor Code, CA Code of Regulations requirements and DAS policy, create and maintain the staff procedural documentation, including the DAS Operations Manual, Standards Use Decision Chart, Program Standards Submission Protocols, and any related training or procedural documents/memos for DAS Staff. Create and maintain the PQR Staff procedural documentation to ensure the proper evaluation of the Program Standards (contracts) submitted by DAS staff. Create and maintain training documentation for sections of the California Apprenticeship System (CAS) database Manual related to the Program Standards or related tasks. Communicate with DAS staff regarding Program Standards templates and procedural or training documents to evaluate suggested/needed editing and ensure any required editing is completed following approval from appropriate management. Utilize unit-approved document control procedures to confirm that the most current version of all Program Standards templates and training and procedural documentation is properly located, identifiable, and in use.
25%	In order to maintain a current understanding of the major duties as assigned, evaluate Program Standards (contracts) submitted by DAS staff to assess the type of program (Apprenticeship, On-the-Job Training, Journey-person Upgrade

	and Pre-apprenticeship, traditional, non-traditional, new, revision to existing Standards and what type of revision). Determine if the correct Program Standards documents are used for the type of program requested and that all required documents have been submitted. Verify that Program Standards meet the requirements of the CA Labor Code, CA Code of Regulations and DAS policy. Facilitate completion of the application process by using the CA Labor Code and the CA Code of Regulations to advise and instruct the DAS staff on the DAS policy and Program Standards processes and include any edits of the Program Standards and/or entry into the California Apprenticeship System (CAS) database. Audit CAS entry of Program Standards completed by DAS Staff to confirm correct system information. Utilize unit-approved document control procedures to confirm that the most current version of Program Standards submitted by staff are reviewed and processed. Ensure that completed work is filed electronically and/or physically in secure computer programs or designated locations.
20%	Finalize Program Standards submitted by DAS staff to meet the American Disabilities Act (ADA)/DIR accessibility requirements and post to the DAS website for a public comment period required by the CA Labor Code. Properly post and give public notice of Program Standards in order to avoid non-compliance and potential legal action.
10%	Collaborate with the PQR Senior Apprenticeship Consultant and the DAS Training, Operations, Procedures & Projects (TOPP) Unit in developing and delivering quality training to DAS staff on the Program Standards templates and submission procedures. Review DAS policies and processes, CA apprenticeship laws, regulations, and legislation to facilitate proper use of Program Standards templates, implementation of processes, and onboarding of DAS staff. At the request of special work teams, assist with projects/initiatives as directed. Participate and/or represent PQR in interdepartmental meetings as directed.

Percentage of Time Spent	Marginal Job Functions
5%	Perform other related duties as assigned.

Conduct, Attendance, and Performance Expectations

The Analyst II must maintain acceptable, consistent, and regular attendance; communicate effectively, both orally and in writing, in dealing with the public and/or other employees; develop and maintain knowledge and skills 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. Must be regularly available and willing to work the hours the division determines are necessary or desirable to meet its business needs.

This position may require some local and intrastate travel; the travel may require overnight stays, weekends, and the willingness to work flexible hours that are necessary to meet the business needs of the division.

Supervision Received

The Analyst II reports directly to and receives the majority of assignments from the Program Quality and Review Unit Senior Apprenticeship Consultant. Additional direction and/or assignments may come from Managers, the Assistance Deputy Chief, 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 an office setting. Air-conditioned multiple floor building with elevator access, cubicle with natural and artificial lighting. The majority of the time will be in the DAS Headquarters or other locations throughout California as needed, may be required to work out of the home if provided with proper office equipment. Typical office tools include a computer, printer/copy/scan/fax machines, stapler, hole punch, filing; being in a stationary position for long periods of time; typical office/vehicle noise and/or vibration; may encounter inclement weather.

Special Requirements/Other Information

Hybrid work schedule according to current State telework policy; collaborate with staff statewide to complete work assignments. Occasional travel required.

Flexible Schedule: May require early start and/or late-night meetings, infrequent overnight stays.

Physical Abilities

The ability to use a computer, telephone, and other office equipment such as copiers and scanners is necessary. Ability to move and transport office items safely. Requires frequent use of a computer and cell phone and tolerates typical office/vehicle noise and/or vibration.

Additional Requirements/Expectations

The Analyst II is expected to communicate effectively with team members and program leaders and to foster a culture that supports the mission and vision of the Division of Apprenticeship Standards (DAS).

Personal Contacts

The Analyst II will routinely interact with the public, program sponsors, employers, other governmental agencies, and all levels of the departmental staff and program leaders as it relates to the business and administrative needs of the division.

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 Diversity and Inclusion Office.

Employee Name	Employee Signature	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	Date

HUMAN RESOURCES OFFICE APPROVAL

C&P Analyst Initials	Approval Date