State of California
Department of
Industrial Relations

DUTY STATEMENT

☒ **CURRENT**

☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst II	Program Quality Pre-Apprenticeship Analyst

PROGRAM NAME	UNIT NAME
Division of Apprenticeship Standards	Program Planning & Review

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
1750 Howe Ave, Ste 350 Sacramento, CA 95825	400 – 703-5393-047

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 Planning & Review (PPR) Senior Apprenticeship Consultant, the Analyst II supports the Division of Apprenticeship Standards (DAS) staff with complex analytical tasks for Pre-Apprenticeship, by reviewing applications, maintaining procedures, guidance, and training documentation related to the program application process for Pre-Apprenticeship Programs. The Analyst II evaluates applications to ensure proper processing according to CA labor Codes and regulations. The Analyst II also analyzes, evaluates and verifies that Pre-Apprenticeship Program Applications are compliant, creates Pre Apprenticeship templates, training or procedures for program and staff on template usage, make recommendations on the usage and completion of apprenticeship packages and the usage of templates and follows posting regulations for public comments according to CA labor laws.

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

Percentage of Time Spent	Duties **Essential Job Functions**
40%	Independently evaluate, Pre-Apprenticeship Program Applications submitted by DAS staff to assess the type of application (new, renewal, or revision to an existing application and the type of revision). Determine if the correct application documents were used for the type of application and that all required documents have been submitted. Analyze, evaluate and verify that Pre-Apprenticeship Program Applications meet the requirements of applicable California (CA) Labor Code, CA Code of Regulations and DAS policy. Individually facilitate completion of the application process by applying applicable CA Labor Code and CA Code of Regulations to make recommendations, advise and instruct DAS staff on DAS policy and processes related to Pre-Apprenticeship Program Applications. Audit application information entered into the California Apprenticeship System (CAS) by DAS Staff to confirm correct system information. Utilize unit-approved document control procedures to confirm that the most current version of the Pre-Apprenticeship Program Applications submitted by staff are reviewed and processed.
25%	Independently create and maintain the Pre-Apprenticeship Program Application templates, ensuring compliance with applicable CA Labor Code, CA Code of Regulations and DAS policy, for use by all DAS Staff. Maintain consistency in the application of applicable CA Labor Code, CA Code of Regulations and DAS policy, by creating and sustaining the staff procedural documentation, including the DAS Operations Manual, Templates and any related training or procedural documents/memos for DAS Staff. Create and maintain the PPR Staff procedural documentation to ensure the proper evaluation of the Pre-Apprenticeship Program Applications submitted by DAS Staff. Create and maintain training

	documentation for sections of the California Apprenticeship System (CAS) database Manual related to the Pre-Apprenticeship Program Applications, and any related tasks. Communicate and collaborate with DAS Staff regarding Pre-Apprenticeship Program Application Templates and procedural or training documents to evaluate and recommend necessary 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 Pre-Apprenticeship Program Application Templates, training and procedural documentation is properly located, identifiable, and accessible for use.
20%	Participate with the Program Planning and Review and the Program Quality Review Unit with finalizing Apprenticeship Program Standards submitted by DAS staff to meet the American Disabilities Act (ADA)/DIR accessibility requirements. Post to the DAS website for a public comment period required by the CA Labor Code. Utilize Adobe Acrobat and other available tools to check document compliance and make updates to Program Standards to better meet compliance standards. Identifies errors in the analysis of documents and correct errors related to the DIR ADA protocols. Report identified errors to update management. Post the Apprenticeship Program Standards properly and give public notice of Apprenticeship Program Standards in order to avoid non-compliance and potential legal action.
10%	Evaluates and files the Pre-Apprenticeship Approved Packet electronically and/or physically in secure computer programs or designated locations to ensure the completion of the Pre-Apprenticeship application process Participate with projects and initiatives at the request of special work teams. Participate in and/or represents PPR at interdepartmental meetings as directed.
Percentage of Time Spent	**Marginal Job Functions**
5%	Perform other classification approved 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 skill 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. The Analyst II must be regularly available and willing to work the hours the Department 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 Senior Apprenticeship Consultant. Additional direction and/or assignments may come from the Manager I, the Assistant Deputy Chief, Deputy Chief, or 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. Majority of time will be in the DAS Headquarters or other locations throughout California as needed, may be required to work out of home if provided with proper office equipment and within the State's current telework policy; Typical office tools include computer, printer/copy/scan/fax machines, stapler, hole punch, filing; being in a stationary position for long periods of time to work on a computer; typical office/vehicle noise and/or vibration; may encounter inclement weather.

Special Requirements/Other Information

N/A

Physical Abilities

The Analyst II will use a computer, telephone, and other office equipment such as copiers and scanners are necessary. to The Analyst II will move and transport office items in a safe matter. The Analyst II frequently uses a computer and cell phone and tolerate 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). The Analyst II regularly attends and advises at meetings and outreach events; work remotely at home per the State's current telework policy; collaborate with staff statewide to complete work assignments. There is occasional travel required. A flexible schedule is offered: May require early start and/or late-night meetings, infrequent overnight stays.

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 Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign 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	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials	Approval Date