Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst I	*Project Analyst*
NAME OF INCUMBENT:	POSITION NUMBER:
	280-380-5393-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Special Initiatives Support Section/Special Initiatives Support Unit 1	Adriana Avalos
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Central Office Workforce Services Division	Supervisor I
BRANCH:	REVISION DATE:
Workforce Services Branch	1/1/2026

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ 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.)

Occasional overnight travel is required.

3. DUTIES AND RESPONSIBILITIES OF POSITION

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

Under the supervision of the Supervisor I, the Analyst I in the Special Initiatives Support Unit 1 performs the full range of entry level analytical work, exercising judgement within established guidelines and procedures, on a variety of analytical staff assignments largely related to implementation and operation of statewide initiatives, federal, and local projects funded as part of the state's Workforce Development System.

Occasional overnight travel for meetings and training.

Percentage of Duties	Essential Functions
30%	Assists in coordinating WSB administrative activities related to the initiation, implementation, and successful completion of workforce services project grants. Works closely with subrecipients to monitor project operations and performance, and makes recommendations to resolve operational problems identified. Reviews applicable subgrants, contract exhibits, and project management exhibits for completeness and consistency with established program requirements. Uses a broad range of knowledge regarding federal and state programs to monitor the grants and make recommendations to resolve subrecipient operational issues.

	Maintains contact through on-site visits, telephonic, electronic, and written communication to identify and address local administrative and project barriers relating to the implementation and operation of workforce development projects. Provides programmatic and fiscal guidance on established procedures and requirements by working closely with subrecipients, other project partners, external state partners, and EDD staff, including but not limited to the Regional Advisors and management. Researches and analyzes operational issues, developes recommendations within established guidelines, and referes complex or sensitive matters to higher-level analytical staff or manamgent for review and resolution. Encourages active participation by all necessary stakeholders. Conducts follow-up checks to ensure collaboration and agreements are in place, and diplomatically encourage others to take prompt action and provide timely consultation and follow-up to assigned entities.
20%	Tracks financial (budgets, invoices, etc.) and program data (scope of work, performance, etc.) relative to grants or special initiatives. Works with the Unit manager in reviewing contracts and invoices submitted as part of the grants within the Unit. Analyzes project parameters, provides guidance, and facilitates the State's response to technical assistance needs to ensure the assigned subrecipients have the necessary tools, resources, and assistance for successful implementation of projects. Identifies and assists subrecipients in resolving local issues. Assists grant recipients in preparing project modifications, reviewing technical assistance needs, and program related requests. Assists with the review and analysis of project budgets, implementation plans, and performance benchmarks. Participates in discussions regarding proposed modifications and develops recommendations regarding project modifications and the progress of the project/grant for review by higher-level analytical staff or management.
20%	Establishes grant management practices and effective operational procedures with non-local area grantees and other organizations that may lack knowledge in implementing federal or state grants. Continually keeps abreast of all State and Federal guidance as it pertains to the grant management, WIOA, and the general workforce system.Assists with the ongoing management of specialist initiatives through policy analysis research, and monitoring activities, with guidance from higher-level analytical staff or management on more complex assignments. . Exercises good judgment to identify issues to elevate to management for further resolution. Works collaboratively with representatives from other state departments and agencies as well as co-workers to develop and provide recommendations on project management, technical assistance, and evaluative practices.
10%	Prepares monthly, quarterly, or annual reports relative to grant reporting requirements. Works with various types of organizations and stakeholders such as, other EDD staff and evaluation and technical assistance providers, using excellent interpersonal and communication skills to collect any information necessary for reporting. Analyzes the information received to determine if clarification or additional information is necessary for the development of the report(s). Communicates the status of the project and any related issues to the Division's management through methods, including but not limited to monthly grant monitoring dashboards and quarterly grant narratives.
10%	Assists in special projects, including but not limited to acting as a lead or subject matter expert, researching special initiatives, developing proposals for new grants/programs around special initiatives/populations, work groups, performing updates to project management manuals, assisting with the development of Unit manuals, creating and presenting training modules, and planning meeting(s). Attends specialized grant and contract training and any additional training deemed necessary by the management team to enhance knowledge, skills, and abilities.

5%	Researches and responds to data requests and sensitive controlled correspondence referred by the Branch Deputy Director, Department Directorate, Labor Workforce Development Agency Secretary, the Governor, legislative members and other internal and external customers. Facilitates and organizes meeting and briefings, presents and/or attends forum and workgroups, and takes an active role in EDD administrative activities.
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:
☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:

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:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

None

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. ☐ Exceptional allocation, STD-625 on file.	CPG Analyst Initials AF	Date Approved 11/10/2026

Civil Service Classification	**Position Number**
Analyst I	280-380-5393-XXX

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:

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

Employment Development Department
State of California

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POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	*Project Anayst*
NAME OF INCUMBENT:	POSITION NUMBER:
	280-380-5393-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Special Initiatives Support Section/Special Initiatives Support Unit 1	Adriana Avalos
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☐ 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.)

Occasional overnight travel is required.

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, the Analyst II in the Special Initiatives Support Unit 1 performs the full range of journey level work with a high degree of independence, and serves in a lead capacity for a variety of more complex analytical staff assignments, largely related to implementation and operation of statewide initiatives, federal, and local projects funded as part of the state's Workforce Development System.

Occasional overnight travel for meetings and training.

Percentage of Duties	Essential Functions
30%	Coordinates WSB administrative activities related to the initiation, implementation, and successful completion of workforce services project grants. Works closely with subrecipients to monitor project operations and performance, and makes recommendations to resolve operational problems identified. Ensures that applicable subgrants, contract exhibits, or project management exhibits are complete in content and in alignment with all program requirements. Uses a broad range of knowledge regarding federal and state programs to monitor the grants and make recommendations to resolve subrecipient operational issues. Maintains contact

	through on-site visits, telephonic, electronic, and written communication to identify and address local administrative and project barriers relating to the implementation and operation of workforce development projects. Provides programmatic and fiscal guidance to assist with resolving complex and sensitive issues by working closely with subrecipients, other project partners, external state partners and other EDD staff including but not limited to the Regional Advisor(s) and management. Encourages active participation by all necessary stakeholders. Conducts follow-up checks to ensure collaboration and agreements are in place, and diplomatically encourage others to take prompt action and provide timely consultation and follow-up to assigned entities.
20%	Tracks financial (budgets, invoices, etc.) and program data (scope of work, performance, etc.) relative to grants or special initiatives. Works with the Unit manager in reviewing contracts and invoices submitted as part of the grants within the Unit. Analyzes project parameters, provides guidance, and facilitates the State's response to technical assistance needs to ensure the assigned subrecipients have the necessary tools, resources, and assistance for successful implementation of projects. Identifies and assists subrecipients in resolving local issues. Assists grant recipients in preparing project modifications, reviewing technical assistance needs, and program related requests. Functions as a skilled and independent project analyst with the ability to negotiate project budgets, implementation plans, and performance benchmarks. Makes recommendations to management regarding project modifications and the progress of the project/grant.
20%	Establishes grant management practices and effective operational procedures with non-local area grantees and other organizations that may lack knowledge in implementing federal or state grants. Continually keeps abreast of all State and Federal guidance as it pertains to the grant management, WIOA, and the general workforce system. Works with aspects of Federal and State grant procedures, contracts, interagency agreements, customer correspondence/phone calls, CalJOBS^{SM}, and is involved in the more complex on-going management of special initiatives through policy analysis, research, and monitoring activities. Exercises good judgment to identify issues to elevate to management for further resolution. Works collaboratively with representatives from other state departments and agencies as well as co-workers to develop and provide recommendations on project management, technical assistance, and evaluative practices.
10%	Prepares monthly, quarterly, or annual reports relative to grant reporting requirements. Works with various types of organizations and stakeholders such as, other EDD staff and evaluation and technical assistance providers, using excellent interpersonal and communication skills to collect any information necessary for reporting. Analyzes the information received to determine if clarification or additional information is necessary for the development of the report(s). Communicates the status of the project and any related issues to the Division's management through methods, including but not limited to monthly grant monitoring dashboards and quarterly grant narratives.
10%	Assists in special projects, including but not limited to acting as a lead or subject matter expert, researching special initiatives, developing proposals for new grants/programs around special initiatives/populations, work groups, Youth Leadership Forum, performing updates to project management manuals, assisting with the development of Unit manuals, creating and presenting training modules, and planning meeting(s). Attends specialized grant and contract training and any additional training deemed necessary by the management team to enhance knowledge, skills, and abilities.
5%	

Civil Service Classification	Position Number
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