

Current Proposed

Classification Title Associate Governmental Program Analyst	Division/Unit Benefits Division/Projects, Engagement and Data Section
Working Title Stakeholder Engagement Analyst	IT Domain (if applicable)
Position Number 363-551-5393-001	Effective Date
Name Vacant	Date Prepared 8/10/2023

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

The CalHR Benefits Division is responsible for the design, acquisition, and oversight of the statewide employee benefit programs. This includes dental, vision, flexible spending accounts, wellness, retirement, life, long-term disability, legal insurance, state owned housing, and other statewide benefit programs. Through effective stakeholder collaboration and partnerships, the Division ensures state employees, retirees and their eligible dependents have access to competitive, quality and affordable benefits. This enables the state, as an employer, to offer optimal benefits packages for recruiting and contributes to maintaining a top-performing workforce.

Under the general direction of the Staff Services Manager II (SSM II), the Associate Governmental Program Analyst (AGPA) is responsible for contributing to the Projects, Engagement, and Data Section, ensuring alignment with the CalHR and Benefits Division mission, vision, values, and goals. The AGPA works with Section's staff and participates in the activities to advance the State's efforts to promote employee engagement. The Statewide Engagement program takes a holistic approach to the policies, products, programs, and service delivery that encompasses the overall diverse well-being of (state) employees and includes the administration of the following benefit programs: the Employee Assistance Program (EAP), the Statewide Wellness Program, the Statewide Employee Engagement Program, and the Merit Award Program. Without detailed supervision or review, and exhibiting significant independence of action, duties include but are not limited to:

Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
40%	(E)	<p>Communication Acts as the lead of the program Intake Process, providing centralized statewide support, consultation, and guidance through service-oriented functions. Ensures inquiries received through the Statewide Engagement Program inboxes are tracked accurately and are handled timely. Oversees all reports, calendars, routine communications, and tracking documentation for Section. Coordinates with CalHR Communications and other program areas to ensure proactive communications and outreach efforts to stakeholder groups. Maintains updated distribution lists and program databases for all Section programs. Independently researches topics, daily news, journals, and publications to draft communications for key stakeholders and customer groups. Acts as a subject matter expert and lead on all remediation and accessibility efforts for documents. Partners with broker to manage Benefits Campaign communication and Benefits website content.</p>
30%	(E)	<p>Training Independently prepares and reviews presentations, training material and website content for program information sharing. Independently works to deliver supplemental training and support to stakeholder groups in an in-person, virtual and/or hybrid environment to support the goals and objectives of the Statewide Engagement Program. Serves as a backup trainer/facilitator to Program Manager(s) as needed Partners with stakeholders and Program Manager(s) to schedule program events, presentations and trainings. Tracks program events, presentations, and trainings in a Master Schedule log. Communicates project progress to Program Manager(s) and Section Manager. Independently coordinates and works with program areas to determine purposes, expectations, desired outcomes, and program outlines of meetings to ensure a successful event, presentation, and/or training.</p>
25%	(E)	<p>Stakeholder Relations Consults with Program Manager(s) to develop agendas for all stakeholder meetings to ensure appropriate subject matter experts are represented. Participates in stakeholder meetings, capturing action items and taking note of key discussion points. Oversees scheduling of stakeholder meetings to ensure participants are using same platform. Partner with Broker on vendor/carrier outreach efforts. Collaborates with and serves as a backup to Program Manager(s) for logistics planning of program ceremonies, events, and/or trainings. Meets with stakeholders to develop meeting purpose, objectives, agenda, and materials. Lead in completing project charters, project summary documents, talking points, emails, and invitations to stakeholders.</p>
5%	(M)	<p>Other Duties as Assigned Performs other duties as required consistent with division needs, by providing support and backup to other Division Sections and programs and serves as the statewide expert in matters related to state employee and retiree policy and health benefits, as needed.</p>

		Participate in the development and implementation of the Division and/or Section's annual plan objectives and other special projects.
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Supervision Received

The Associate Governmental Program Analyst reports directly to and receives the majority of assignments from the Staff Services Manager II; however, direction and assignments may also come from the Assistant Division Chief and Division Chief.

Supervision Exercised

None.

Special Requirements / Desirable Qualifications

The successful Associate Governmental Program Analyst actively pursues development in the following areas:

- Receives strategic direction and takes action to achieve desired results
- Build and maintain effective relationships with cross-divisional team members and leaders
- Demonstrates a high degree of organization, initiative, and responsibility
- Manages projects timely and professionally
- Perform job duties tactfully and exercise good judgment
- Ability to demonstrate, initiative, and dependability
- Proficient in use of Microsoft Office Suite with knowledge of Adobe, Excel, Word, Project, Visio, Outlook, and Power Point
- Ability to effectively communicate both orally and in writing
- Ability to perform while working in a fast paced and multi-tasking environment
- Ability to maintain an open and learning mindset

Working Conditions

The duties of this position provide telework opportunities, including the ability to work partially remote. When onsite, duties are performed indoors at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. This model is subject to change based on operational needs. Travel may be required to attend meetings or training classes.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date