



Classification: Associate Governmental Program Analyst  
 Position Number: 880-600-5393-816

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b>	<b>Classification Title:</b> Associate Governmental Program Analyst	<b>Position Number:</b> 880-600-5393-816
<b>Incumbent Name:</b> VACANT	<b>Working Title:</b> Workforce Management Analyst	<b>Effective Date:</b> July 1, 2024
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R01
<b>Division/Office:</b> Division of Administrative Services – Human Resources Branch		<b>Section/ Unit:</b> Talent Acquisition Unit
<b>Supervisor’s Name:</b> Jagbir Mavi		<b>Supervisor’s Classification:</b> Staff Services Manager I

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
Under the direction of a Staff Services Manager I and consistent with good customer service practices and the goals of the State and Regional Board’s Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>



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The Associate Governmental Program Analyst independently performs a variety of analytical support activities for the Human Resources Branch specifically in the Personnel Operations Section. The incumbent will promote and practice good customer service in alignment with the department's Strategic Plan and Racial Equity Plan. The incumbent independently performs a variety of analytical support activities for the Human Resources Admin Unit that encompasses Workforce Development, Succession Management, Mentorship, Upward Mobility, Onboarding, Employee Development, Employee Recognition, Temporary/International Employment, and other HR Administrative assignments. The Analyst will apply skills and expertise to process development, research on best practices. The incumbent works independently and as a member of other HR professionals, who provide Human Resources guidance to staff and management and performs a wide array of HR Administrative functions as identified below.

**Essential Functions (Including percentage of time):**

25%	<p>Act as the Department's Workforce Planning &amp; Succession Management Coordinator.</p> <p>Analyze data and trends strategically to report to management in forecasting workforce needs, identifying gaps and gathering statistics for targeted recruiting. Provide clear and relevant workforce planning guidance that aligns staffing and competencies with an organization's current and future strategic business needs. Consult with subject matter experts in specific positions to determine required skills and gaps that need to be filled in the current workforce. Prepare reports and data for use by management in developing long term workforce and succession planning programs for the Water Boards.</p> <p>Provide clear and relevant succession planning guidance to state departments using workforce planning analysis to identify high risk areas and prioritize strategies to address the department's succession planning needs. Participate in workforce development and succession management workgroups.</p> <p>In accordance with the Department's Racial Equity Plan, independently completes projects/assignments focused on workforce development for diversity, equity, and inclusion within the department. Promote and support the Racial Equity Plan by promoting a diverse workforce strategy, identifying educational avenues, and creating an inclusive employer culture.</p>
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25%	<p>Act as the Upward Mobility Coordinator and develop an effective Upward Mobility Program including a policy statement and procedures. Determine participant eligibility, ensure program components are clearly and consistently applied, and mobility options provided are consistent with upward mobility program requirements. Provides guidance to unit staff and maintains a thorough working knowledge of Water Boards classifications, job specifications, pay scales, minimum qualifications, licensure/certification, and hiring practices.</p> <p>Act as the Department's Mentorship Coordinator and develop an effective Mentorship Program including supporting succession planning through knowledge transfer, building bench strength, developing a pipeline of future leaders, strengthening appreciation for diversity, equity and inclusion, and promoting a culture of growth and support. Solicit and select mentors and mentees for each cohort. Establish development goals. Manage participant involvement and conduct midterm assessment. Evaluate program effectiveness, conclude cohort, and administer program improvements. Assist in employment development by hosting training, workshops, resource materials.</p>
20%	<p>Coordinate bi-annual employee engagement surveys, analyze feedback, and activate action items. Collect feedback from employees to identify areas for improvement and implement engagement initiatives. Collect and analyze data to identify trends including employee recognition and retention data to determine voids/risks at the Water Boards.</p> <p>Enhance employee satisfaction and retention by supporting the development and implementation of engagement strategies and events. Lead the new hire and exit survey process to document trends impacting employee engagement and retention. Analyze employee experience data, including trends in existing onboarding and exit interview data, to identify areas for improvement. Utilize data analytics and employee feedback mechanisms to track and measure the effectiveness of employee experience and engagement initiatives.</p>
15%	<p>Coordinate and manage the department's employee recognition program. Solicit nominations for employee recognition and awards from staff as per departmental policy. Review nomination documents to ensure nominations meet the award eligibility criteria and obtain signatory approvals from management.</p>
10%	<p>Serve as a backup to the State Water Resources Control Boards' statewide recruitment team. Coordinate and participate in the Water Boards' outreach efforts via career fairs, job shadow programs, conferences, learning institutions or other recruitment related events. Utilize and monitor social media accounts and professional networking sites to identify and source candidates. Attend statewide recruitment meetings. Contact recruiters, colleges, and professional organizations to identify ways to increase recruitment activities.</p> <p>Act as a back up to other HR Admin functions.</p>
<b>Marginal Functions (Including percentage of time):</b>	
5%	Perform other duties as required.



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**Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to sit/stand at desk for long periods of time, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

**Typical Working Conditions:**

The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.

**Supervisor Statement**

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

**Employee Statement**

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

*\*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 his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES       NO

Employee Name	Employee Signature	Date