

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-120-5157-789</b>
Classification: Staff Services Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Workforce Planning Analyst	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Strategic Talent Management and Development Branch/Workforce Development Section/Workforce Planning Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by proactively planning, managing, and tracking workforce and succession efforts to ensure the Department has a competent workforce to meet the mission and strategic goals.

The Staff Services Analyst (SSA) performs technical and analytical workforce planning activities of average difficulty and complexity including, but not limited to, representing CDPH's Human Resources Division (HRD) at meetings and events; working collaboratively with CDPH programs to

understand their workforce/succession management and recruitment needs; gathering and analyzing workforce data; conducting Departmental surveys and analyzing results to identify strengths and areas for improvement; and developing and implementing strategies and initiatives focused workforce development and succession planning in collaboration with CDPH Centers, Offices, and Divisions. The SSA classification is distinguished from the Associate Governmental Program Analyst classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification consists of three alternate ranges and as the SSA advances within the classification ranges, their responsibilities are expected to show broader knowledge of the work environment, and organizational and/or departmental requirements while the scope of work increases.

The incumbent works under the supervision of the Staff Services Manager (SSM) I of the Workforce Planning Unit (WPU) within the HRD.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5% to various locations throughout California may be required to successfully complete assigned responsibilities.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 30% Serve as a consultant for the WPU. Assist with developing and implementing a workforce development/succession plan (WDSP), including strategies and initiatives to support CDPH's mission and goals. Assist with gathering and analyzing current and historical workforce data from various sources to project staffing gaps and needs. Assist with developing action plans for prioritized initiatives with goals and key performance indicators. Assist the SSM I in providing guidance and direction to ensure that the implementation of the Department's WDSP is consistently tracked, assessed, measured, and analyzed. Collect and track progress of performance measures from various CDPH Centers, Offices, and Divisions. In conjunction with the SSM I, provide guidance and ensure plans meet requirements of the California Department of Human Resources (CalHR) and the Public Health Accreditation Board (PHAB).
- 30% Conduct research to assist with developing, conducting, or improving Departmental surveys and assessments to determine workforce strengths, gaps, and needs. Compile data and make recommendations to SSM I on survey results to address workforce gaps and needs. Assist with identifying and assessing the collective capabilities of the CDPH's workforce. Assist with conducting the annual Stay Survey to address retention efforts.
- 25% Assist with identifying, collecting, prioritizing, and managing key and at-risk positions throughout the CDPH. In conjunction with the SSM I, provide guidance and solutions to collect and determine current and future competencies of key and at-risk positions. Assist with developing strategies to

determine readiness and address competency gaps of key position pipelines.

10% In conjunction with the SSM I, consult CDPH programs regarding specific workforce and succession planning challenges at the Center, Office, or Division levels. Make recommendations to the SSM I and under supervision, consult Executive staff to develop workforce strategies and action plans. Establish and maintain professional relationships with Executive staff, management, and other various levels.

**Marginal Functions (including percentage of time)**

5% Work collaboratively with the various units within the Strategic Talent Management & Development Branch to assist with recruitment, professional development, training, and career management efforts. Perform other work-related duties as required.

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

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By: Alyssa Ballesteros-Agulo

Date: 09/22/22

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-120-5393-789</b>
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Workforce Planning Analyst	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Strategic Talent Management and Development Branch/Workforce Development Section/Workforce Planning Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by proactively planning, managing, and tracking workforce and succession efforts to ensure the Department has a competent workforce to meet the mission and strategic goals.

The Associate Governmental Program Analyst (AGPA) independently performs the more responsible, varied, and complex technical, analytical workforce planning activities including, but not limited to, representing CDPH's Human Resources Division (HRD) at meetings and events; working collaboratively with CDPH programs to understand their workforce/succession management and recruitment needs; gathering and analyzing workforce data; conducting departmental surveys and

analyzing results to identify strengths and areas for improvement; and developing and implementing strategies and initiatives focused on workforce development and succession planning in collaboration with CDPH Centers, Divisions, and Offices (CDOs).

The incumbent works under the direction of the Staff Services Manager (SSM) I of the Workforce Planning Unit (WPU) within HRD.

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**Special Requirements**

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5% to various locations throughout California may be required to successfully complete assigned responsibilities.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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**Essential Functions (including percentage of time)**

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- 30% Serve as a consultant and subject matter expert for the WPU. Develop and implement a workforce development/succession plan (WDSP), including strategies and initiatives to support CDPH's mission and goals. Gather and analyze current and historical workforce data from various sources to project staffing gaps and needs. Develop action plans for prioritized initiatives with goals and key performance indicators. Provide guidance and direction to ensure that implementation of the Department's WDSP is consistently tracked, assessed, measured, and analyzed. Collect and track progress of performance measures from various CDPH CDOs. Provide guidance and ensures plans meet requirements of the California Department of Human Resources (CalHR) and the Public Health Accreditation Board (PHAB).
- 30% Independently conduct research to develop, conduct, or improve Departmental surveys and assessments to determine workforce strengths, gaps, and needs. Compile data and make recommendations on survey results to address workforce gaps and needs. Identify and assess the collective capabilities of CDPH's workforce. Conduct the annual Stay Survey to address retention efforts.
- 25% Responsible for identifying, collecting, prioritizing, and managing key and at-risk positions throughout CDPH. Provide guidance and solutions to collect and determine current and future competencies of key and at-risk positions. Develop strategies to determine readiness and address competency gaps of key position pipelines.
- 10% Consult CDPH programs regarding specific workforce and succession planning challenges at the CDO levels. Make recommendations and provide consultation to Executive staff to develop workforce strategies and action plans. Establish and maintain professional relationships with Executive staff, management, and other various levels.

**Marginal Functions (including percentage of time)**

5% Work collaboratively with the various units within the Strategic Talent Management and Development Branch regarding efforts with recruitment, professional development, training, and career management. Perform other work-related duties as required.

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

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**

Approved By: Alysssa Ballesteros-Agulo

Date: 06/29/23