



Position Duty Statement

Date: January 6, 2025	Name of Incumbent: VACANT
Civil Service Title: Associate Governmental Program Analyst	Position Number: 364-400-5393-001
Working or Job Title: Program Support Analyst	Division/Unit: Workforce & Economic Development Division (WEDD)
Supervisor's Civil Service Title: Community College Administrator I	Location: Sacramento (Remote)
Supervisor's Working Title: Dean, Workforce & Economic Development	Work Hours/Shift: Monday – Friday, 8am to 5pm Full Time
Conflict of Interest Disclosure Category: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> N/A	License or Other Requirement: N/A

Supervises:

N/A

You are a valued member of the Agency's team. You are expected to work cooperatively with team members and others to enable the Agency to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

Program Identification:

The Workforce and Economic Development Division bridges the skills and jobs mismatch and prepares California's Workforce for the 21st century careers through career education. The Division serves as administrator for several streams of state and federal funds including the Carl D. Perkins Technical Education Act, Proposition 98 dollars for Apprenticeship, Nursing Program Support, Strong Workforce, Strong Workforce K12, Economic and Workforce Development, Adult Education and other funding streams. The Division collaborates closely with other divisions across the agency to implement the Vision for Success, as well as with employers, organized labor, local communities, community colleges, California Department of Education and other educational agencies through programing supported by these funds to close the skills and employment gaps, enable wage gains, and foster student success and completion, and preparing students for the future of work.

Summary Statement:

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Under the guidance of the Dean of Economic & Workforce Development, the Associate Governmental Program Analyst collaborates, coordinate and supports the Division to perform varied and complex technical analytical assignments to achieve program objectives within the Workforce and Economic Development Division related to the following areas: fiscal and data analysis, and program monitoring and evaluation. This position also works to support the assigned regional portfolio work. As part of a team, the incumbent conducts day-to-day activities, tasks and work pertaining to the oversight and management of a regional portfolio that includes all programs within the WEDD division (Apprenticeship, Adult Education, EWD, SWP, SWP K12, Nursing, Perkins, and other related projects within the assigned region), including but not limited to providing technical assistance to grantees, reporting and identifying opportunities to work collaboratively with other divisional and cross divisional efforts. This will entail analyzing data regarding grantee performance and efficient use of funding; implementation of RFA and grant activities, gathering data and drafting reports, including developing charts, tables and spreadsheets as needed for analysis of program performance; conducting research related to program legislation; developing communications regarding required reporting or guidance for the field; conducting grant competitive processes; developing resource documents, such as briefing documents, and supporting the Dean and the assigned team on processes that maximizes the Division and CCCCO to further the Vision 2030 goals. Proficiency in the application of organizational, and project management techniques as they relate to workforce training programs and other areas of career education and workforce and economic development is necessary to be successful in this position. The AGPA is expected to work and think independently and strategically while ensuring high quality work, take initiative on assignments, to act with unquestionable integrity, professionalism, and ethics, and to work collaboratively to advance the goals of the division, the agency, and the Board of Governors.

Essential Functions (E) – Marginal Functions (M)

%	Job Description
45% (E)	Under the guidance of the Dean, and in support of the Team, performs day-to-day activities for the regional portfolio of programs assigned. This entails, but not limited to, maintaining full knowledge of the program(s) and keeping up to date on any changes in legislation, grant program management and performance in assigned region; reviewing RFA/RFP accuracy and managing timeline; coordinating application review and scoring, preparing analysis and recommendations for awards, and writing briefing documents for executive staff. Coordinates work with divisional grant and contracts analysts and works closely with other state partners and advocacy groups to inform policy and practice through the lessons and successes of the programs developed through assigned WEDD initiatives. Reviews and tracks grant expenditures, approves and processes monthly invoices, creates and manages contracts, provides technical support to grantees, and understands the rules and regulations for both state and federal funding streams. Periodic public speaking and travel to conferences is required in support of WEDD initiatives.
20% (E)	Tracks and develops reports regarding community college and local education agencies related to the regional portfolio of programs. This includes, but not limited to, developing guidance for the field in collaboration with the Fiscal Services Unit and the Management Information Systems. This may entail writing data driven reports for Chancellor’s Office leadership and other stakeholders.

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10% (E)	Assists the Dean, Specialist and/or the CCPAII in the facilitation of projects teams deemed necessary by the Dean and/or the Vice Chancellor to investigate an issue or policy. Provides staff support, logistical support, develops materials, reports and presentations in support of CCCCCO and Division goals.
10%	Prepares Board of Governors and Division Advisory Committee agenda items. Represents Chancellor's Office at meetings, workshops, and conducts webinars for technical assistance activities including making presentations to internal and external audiences. Attends meetings or conferences as a representative of the Chancellor's Office with a high level of professionalism and technical competency.
10% (E)	For the purposes of supporting the Chancellor's Office Vision 2030 and integrating with other Chancellor's Office divisions and programs that share common objectives: contributes to the planning and development of assigned Chancellor's Office initiatives, analyze existing processes and make recommendations to improve existing program processes, and document the lessons and successes to be communicated internally and externally throughout the system.
5% (M)	Other duties as assigned in support of the Division's missions and goals.

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IMPACT AND CONSEQUENCE OF ERROR:

- Negative impact on financial stability of the system.
- Negatively impact Agency reputation and effectiveness
- Agency not informed to make important fiscal decisions.

PROFESSIONAL CONTACTS:

- Frequent contact with CCCCCO staff at all levels
- Frequent contact with community college staff and officials.
- Frequent contact with Department of Finance staff and other state agencies.

DESIRABLE QUALIFICATIONS:

- Ability to work independently and take initiative with minimal guidance or direction.
- Ability to work collaboratively as a team member.
- Strong communication skills especially presentation and facilitation capabilities.
- Strong analytical, research, and presentation skills.
- Positive attitude, open-mindedness, flexibility, and tact.
- Ability to analyze data and present data-based ideas and information effectively both orally and in writing.
- Ability to consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
- Commitment to quality service and work that exceeds expectations.
- Excellent organizational skills.
- Focus attention to detail and follow-through.
- Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner.
- Good attendance and punctuality record.
- Consistently exercise a high degree of initiative.
- Analyze situation and adopt effective course of action.
- Intermediate to advanced knowledge of Microsoft Office products, including Word, Outlook, Excel, and PowerPoint.
- Communicate confidently and courteously in a clear and concise manner in a diverse community.

WORKING AND ENVIRONMENTAL CONDITIONS

- Ability to operate computer and office machines for extended periods of time.
- Communicate in a clear and concise manner
- Work in a climate-controlled, open office environment under artificial lighting.
- Exposure to computer screens and other basic office equipment.
- Hybrid work environment in State of CA
- Effectively work in a remote and/or telework setting.

I have read and understand all the requirements and information above and discussed the duties listed above with my supervisor and can perform them either with or without reasonable accommodation (RA).
(If you believe you may require RA, please discuss this with your hiring supervisor. If you are unsure whether you require RA, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

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Employee Signature:	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:	Date: