

January 2, 2019

Connie Beck, Director of Health and Human Services  
Humboldt County Department of Health and Human Services  
929 Koster Street  
Eureka, CA 95501

Dear Director Beck:

This letter is in response to your department's request to add one Staff Services Analyst III within Humboldt County's Department of Health and Human Services (DHSS), Quality Management Services division.

The proposed duties of the Staff Services Analyst III position are as follows:

- Lead worker over other analysts: leading the staff work involved in the coordination of regulatory activities; serving as project lead for various program evaluation, demonstration and research grants; assisting in the continuing research and development around effectiveness of workforce development programs; analyzing research findings to provide recommendations and options on operational research and demonstration activities; participating as a technical liaison specialist in work groups addressing assessment activities; presenting professional opinions and expertise in the area of workforce development analysis; and/or coordinating the review and approval of work plans and projects to assure timely and complete accomplishment of agency goals, objectives, and priorities (45%)
- Managing and measuring employee training execution, delivery, effectiveness and compliance; collecting and analyzing data to periodically validate the relevance of leadership and staff development competencies and assessing competency-related training and development needs by leveraging data from training needs assessments, department leadership, training evaluations and other sources. Establishes key performance indicators for measuring the effectiveness of the workforce development program/plan. (15%)
- Collaborates with staff, vendors, partners and stakeholders to build and facilitate an employee development community of practice for staff to share best practices and experience. Provides expert advice and consultation to help DHHS address challenges and achieve employee development goals and objectives (15%)
- Provides subject matter expertise and delivers staff training from curriculum developed by internal or external sources. This includes creating sustainable instructor support materials (training for trainers and instructor handbooks) to ensure sustainable training (10%)

- Provide oversight and monitoring compliance toward the use of the Kisan software that tracks the training of the DHSS workforce. The importance being on gauging the trainings received and those that are needed while offering staff the opportunity to review their progress and forward movement. (10%)
- Miscellaneous meetings, training and other duties as assigned (5%)

Based on the duties that have been identified, this position would be appropriately classified as a Staff Services Analyst III. Once your department has approval from the Board of Supervisors to add this position, CPS-HR will conduct a recruitment to create a list for the department to fill vacancies, as needed. Please let me know if you have any questions.

Sincerely,



Karen Rodriguez  
Merit System Services Program  
Senior HR Consultant

Cc: Yvonne Winter, Humboldt County HHS, Employee Services  
Humboldt County Department of Human Resources