Module 3

DEVELOPING AS AN ANALYST

Working as an Analyst for the State of California is a great classification to gain a breadth of knowledge of state government. There are a lot of areas an analyst can work in and many opportunities to learn new things. This module provides a wide variety of competencies, activities, and trainings that will support someone in an analyst classification.

Competencies And Personal Characteristics That Will Help An Analyst Development

Below are competencies and personal characteristics that will help someone develop into a successful analyst.

Competencies refer to the knowledge, skills, abilities, and personal characteristics as demonstrated by behaviors that are needed to succeed in a job. If you need more information concerning competencies and how they were developed, please check out HR Mod's Website under Competencies .

Each competency and personal characteristic listed below has a development guide on how to develop as an analyst. Included in these guides are definitions of the competency or personal characteristic, how to learn from experts and sample development goals, and training courses. These guides are for those that want to become an analyst, for current analysts, and mentors to help support new analysts.

Development Guides

Competencies

Analytical Thinking

Applies Technology to Tasks

Communication

Creative Thinking

Customer Focus

Decision Making

Diagnostic Information Gathering

Flexibility

Influencing Others

Interpersonal Skills

Organizational Awareness

Planning and Organizing

Teamwork

Thoroughness

Personal Characteristics

Ethics and Integrity

Personal Credibility

***Note- To find trainings and courses throughout California, here is a comprehensive list of the California Community Colleges.**

IF I AM ALREADY AN ANALYST, WHAT RESOURCES ARE AVAILABLE TO HELP WITH MY CAREER?

Department of Finance

- Budget Analyst Guide (BAG)
- How to Write an Effective Budget Change Proposal
- Good Budget Change Proposals (BCP)

Department of Personnel Administration

- Bargaining Unit Contracts
- Pay Scales
- SROA/Surplus
- Travel/Relocation Reimbursement
- Workforce Planning

State Personnel Board

- Civil Rights
- Discrimination/EEO
- DPA/SPB- Who does what? Personnel Functions by Department
- Language Survey and Implementation Plan
- Search for Job Recruitments (exam bulletins)
- Training Resources
- VPOS (Vacant positions)

California Technology Agency

- Department of Technology Services
- IT Budget Control Sections
- IT Due Dates
- IT Policy
- Statewide Information Management Manual (SIMM)

Department of General Services

- DGS e-Procurement
- DGS State Administrative Manual
- DGS Contract Manual
- DGS Fleet Manual
- Forms

Legislation

- California Legislative Information
- How a Bill becomes a Law
- Legislative Analyst Office

Other Community Colleges in California

Butte-Glenn Community College District Butte College	3536 Butte Campus Drive Oroville CA 95965-8399 (530) 895-2511 www.butte.edu
Feather River Community College District Feather River College	570 Golden Eagle Avenue Quincy CA 95971-9124 (530) 283-0202 www.frc.edu
Lassen Community College District Lassen College	Highway 139 PO Box 3000 Susanville CA 96130-3000 (530) 257-6181 www.lassencollege.edu
Los Rios Community College District District Office	1919 Spanos Court Sacramento CA 95825-3981 (916) 568-3021 www.losrios.edu
American River College	4700 College Oak Drive Sacramento CA 95841-4286 (916) 484-8011 www.arc.losrios.edu
Cosumnes River College	8401 Center Parkway Sacramento CA 95823-5799 (916) 691-7344 www.crc.losrios.edu
Sacramento City College	3835 Freeport Boulevard Sacramento CA 95822-1386 (916) 558-2111 www.scc.losrios.edu
Mendocino-Lake Community College District Mendocino College	1000 Hensley Creek Rd. Ukiah CA 95482-0300 (707) 468-3000 www.mendocino.edu
Napa Valley Community College District Napa Valley College	2277 Napa Vallejo Highway Napa CA 94558-6236 (707) 253-3000 www.napavalley.edu
Redwoods Community College District Redwoods, College of the	7351 Tompkins Hill Road Eureka CA 95501-9301 (707) 476-4100 www.redwoods.edu

To Community Colleges

Shasta-Tehama-Trinity Joint Community College District **Shasta College**	**11555 Old Oregon Trail** **PO Box 496006** **Redding CA 96049-6006** **(530) 225-4600** **www.shastacollege.edu**
Sierra Joint Community College District **Sierra College**	**5000 Rocklin Road** **Rocklin CA 95677-3397** **(916) 660-7389** **www.sierracollege.edu**
Siskiyou Joint Community College District **Siskiyous, College of the**	**800 College Avenue** **Weed CA 96094-2899** **(530) 938-5555** **www.siskiyous.edu**
Solano County Community College District **Solano Community College**	**4000 Suisun Valley Road** **Fairfield, CA 94534-3197** **(707) 864-7000** **www.solano.edu**
Sonoma County Community College District **Santa Rosa Junior College**	**1501 Mendocino Avenue** **Santa Rosa CA 95401-4395** **(707) 527-4011** **www.santarosa.edu**
Yuba Community College District **Yuba College**	**2088 North Beale Road** **Marysville CA 95901-7699** **(530) 741-6700** **www.yccd.edu**
Gavilan Community College District **Gavilan College**	**5055 Santa Teresa Blvd.** **Gilroy CA 95020-9599** **(408) 847-1400** **www.gavilan.edu**
Hartnell Community College District **Hartnell College**	**156 Homestead Avenue** **Salinas CA 93901-1697** **(831) 755-6700** **www.hartnell.edu**
Lake Tahoe Community College District **Lake Tahoe Community College**	**1 College Drive** **So. Lake Tahoe CA 96150-4524** **(530) 541-4660** **www.ltcc.edu**
Merced Community College District **Merced College**	**3600 M Street** **Merced CA 95348-2898** **(209) 384-6000** **www.mccd.edu**

To Community Colleges

Monterey Peninsula Community College District Monterey Peninsula College	980 Fremont Street Monterey CA 93940-4799 (831) 646-4000 www.mpc.edu
San Joaquin Delta Community College District San Joaquin Delta College	5151 Pacific Avenue Stockton CA 95207-6370 (209) 954-5151 www.deltacollege.edu
Sequoias Community College District Sequoias, College of the	915 South Mooney Boulevard Visalia CA 93277-2234 (559) 730-3700 www.cos.edu
State Center Community College District District Office	1525 East Weldon Avenue Fresno CA 93704-6340 (559) 226-0720 www.scccd.com
Fresno City College	1101 E. University Avenue Fresno CA 93741-0001 (559) 442-4600 www.fresnocitycollege.edu
Reedley College	995 N. Reed Avenue Reedley CA 93654-2099 (559) 638-5040 www.reedleycollege.edu
West Hills Community College District West Hills College	300 Cherry Lane Coalinga CA 93210-1399 (559) 934-2000 www.westhillscollege.com
West Hills College Coalinga	300 Cherry Lane Coalinga CA 93210-1399 (559) 934-2000 www.westhillscollege.com/coalinga
West Hills College Lemoore	555 College Avenue Lemoore CA 93245 (559) 925-3000 www.westhillscollege.com/lemoore
West Kern Community College District Taft College	29 Emmons Park Drive Taft CA 93268-4217 (661) 763-7700 www.taftcollege.edu

To Community Colleges

Yosemite Community College District **District Office**	**2201 Blue Gum Avenue** **Modesto CA 95352-4065** **(209) 575-6508** **www.yosemite.edu**
Columbia College	**11600 Columbia College Drive** **Sonora CA 95370-8518** **(209) 588-5100** **www.columbia.yosemite.edu**
Modesto Junior College	**435 College Avenue** **Modesto CA 95350-5800** **(209) 575-6498** **www.mjc.edu**
Cabrillo Community College District **Cabrillo College**	**6500 Soquel Drive** **Aptos CA 95003-3119** **(831) 479-6100** **www.cabrillo.edu**
Chabot-Las Positas Community College District **District Office**	**5020 Frankin Drive** **Pleasanton CA 94588** **(925) 485-5206** **www.clpccd.org**
Chabot College	**25555 Hesperian Blvd.** **Hayward CA 94545-5001** **(510) 723-6600** **www.chabotcollege.edu**
Las Positas College	**3000 Campus Hill Drive** **Livermore CA 94551** **(925) 424-1000** **www.laspositascollege.edu**
Contra Costa Community College District **District Office**	**500 Court Street** **Martinez CA 94553-1278** **(925) 229-1000** **www.4cd.net**
Contra Costa College	**2600 Mission Bell Drive** **San Pablo CA 94806-3195** **(510) 235-7800** **www.contracosta.edu**
Diablo Valley College	**321 Golf Club Road** **Pleasant Hill CA 94523-1544** **(925) 685-1230** **www.dvc.edu**
Los Medanos College	**2700 East Leland Road** **Pittsburg 94565 5197** **(925) 439-2181** **www.losmedanos.edu**

To Community Colleges

Foothill-DeAnza Community College District **District Office**	**12345 El Monte Road** **Los Altos Hills CA 94022-4599** **(650) 949-6100** **www.fhda.edu**
DeAnza College	**21250 Stevens Creek Boulevard** **Cupertino CA 95014-5797** **(408) 864-5678** **www.deanza.edu**
Foothill College	**12345 El Monte Road** **Los Altos Hills CA 94022-4599** **(650) 949-7777** **www.foothill.edu**
Marin Community College District **Marin, College of**	**835 College Avenue** **Kentfield CA 94904-2590** **(415) 457-8811** **www.marin.edu**
Ohlone Community College District **Ohlone College**	**43600 Mission Boulevard** **Fremont CA 94539-0911** **(510) 659-6000** **www.ohlone.edu**
Peralta Community College District **District Office**	**333 East 8th Street** **Oakland CA 94606-2889** **(510) 466-7200** **www.peralta.cc.ca.us**
Alameda, College of	**555 Atlantic Avenue** **Alameda, CA 94501** **(510) 522-7221** **www.peralta.cc.ca.us/coa/coa.htm**
Laney College	**900 Fallon Street** **Oakland CA 94607-4893** **(510) 834-5740** **www.laney.peralta.edu**
Merritt College	**12500 Campus Drive** **Oakland CA 94619-3196** **(510) 981-2800** **www.merritt.edu**
Berkeley City College	**2050 Center Street** **Berkeley CA 94704-1205** **(510) 981-2800** **vistawww.peralta.edu**
San Francisco Community College District **San Francisco, City College of**	**50 Phelan Avenue, E200** **San Francisco CA 94112-1898** **(415) 239-3000** **www.ccsf.edu**

To Community Colleges

San Jose-Evergreen Community College District **District**	**4750 San Felipe Road** **San Jose CA 95135-1599** **(408) 270-6402** **www.sjeccd.org**
Evergreen Valley College	**3095 Yerba Buena Road** **San Jose CA 95135-1598** **(408) 274-7900** **www.evc.edu**
San Jose City College	**2100 Moorpark Avenue** **San Jose CA 95128-2799** **(408) 298-2181** **www.sjcc.edu**
San Mateo County Community College District **District**	**3401 CSM Drive** **San Mateo CA 94402-3651** **(650) 574-6550** **www.smccd.net**
Canada College	**4200 Farm Hill Boulevard** **Redwood City CA 94061-1099** **(650) 306-3100** **www.canadacollege.edu**
San Mateo, College of	**1700 West Hillsdale Boulevard** **San Mateo CA 94402-3784** **(650) 574-6161** **www.collegeofsanmateo.edu**
Skyline College	**3300 College Drive** **San Bruno CA 94066-1662** **(650) 738-4100** **www.skylinecollege.edu**
West Valley-Mission Community College District **District Office**	**14000 Fruitvale Avenue** **Saratoga CA 95070-5698** **(408) 867-2200** **www.wvmccd.cc.ca.us**
Mission College	**3000 Mission College Boulevard** **Santa Clara CA 95054-1897** **(408) 988-2200** **www.missioncollege.org**
West Valley College	**14000 Fruitvale Avenue** **Saratoga CA 95070-5699** **(408) 867-2200** **www.westvalley.edu**

To Community Colleges

Regional College Listing - Southern	
Allan Hancock Joint Community College District Allan Hancock College	800 South College Drive Santa Maria CA 93454-6368 (805) 922-6966 www.hancockcollege.edu
Antelope Valley Community College District Antelope Valley College	3041 West Avenue K Lancaster CA 93536-5426 (661) 722-6300 www.avc.edu
Barstow Community College District Barstow College	2700 Barstow Road Barstow CA 92311-6699 (760) 252-2411 www.barstow.edu
Cerritos Community College District Cerritos College	11110 Alondra Boulevard Norwalk CA 90650-6269 (562) 860-2451 www.cerritos.edu
Chaffey Community College District Chaffey College	5885 Haven Avenue Rancho Cucamonga CA 91737 (909) 987-1737 www.chaffey.edu
Citrus Community College District Citrus College	1000 West Foothill Boulevard Glendora CA 91741-1899 (626) 963-0323 www.citruscollege.edu
Coast Community College District District Office	1370 Adams Avenue Costa Mesa CA 92626-5495 (714) 438-4600 www.cccd.edu
Coastline Community College	11460 Warner Avenue Fountain Valley CA 92708-2597 (714) 546-7600 www.coastline.edu
Golden West College	15744 Goldenwest Street Huntington Beach CA 926470592 (714) 892-7711 www.goldenwestcollege.edu
Orange Coast College	2701 Fairview Road PO Box 5005 Costa Mesa CA 92628-5005 (714) 432-0202 www.orangecoastcollege.edu

To Community Colleges

Copper Mountain Community College District Copper Mountain College	6162 Rotary Wy (P.O. Box 1398) Joshua Tree, CA 92252 (760) 366-3791 www.cmccd.edu
Desert Community College District Desert, College of the	43 500 Monterey Avenue Palm Desert CA 92260-2499 (760) 346-8041 www.collegeofthedesert.edu
El Camino Community College District El Camino College	16007 Crenshaw Boulevard Torrance CA 90506-0002 (310) 532-3670 www.elcamino.edu
Compton Community Educational Center	1111 East Artesia Boulevard Compton CA 90221-5393 (310) 900-1600 www.compton.edu
Glendale Community College District Glendale Community College	1500 North Verdugo Road Glendale CA 91208-2894 (818) 240-1000 www.glendale.edu
Grossmont-Cuyamaca Community College District District Office	8800 Grossmont College Drive El Cajon CA 92020-1799 (619) 644-7010 www.gcccd.net
Cuyamaca College	900 Rancho San Diego Parkway El Cajon CA 92019-4304 (619) 660-4000 www.cuyamaca.edu
Grossmont College	8800 Grossmont College Drive El Cajon CA 92020-1799 (619) 644-7000 www.grossmont.edu
Imperial Community College District Imperial Valley College	380 East Aten Road Imperial CA 92251-9787 (760) 352-8320 www.imperial.edu
Kern Community College District District Office	2100 Chester Avenue Bakersfield CA 93301-4099 (661) 336-5100 www.kccd.cc.ca.us
Bakersfield College	1801 Panorama Drive Bakersfield CA 93305-1299 (661) 395-4011 www.bakersfieldcollege.edu

To Community Colleges

Cerro Coso Community College	3000 College Heights Boulevard Ridgecrest CA 93555-9571 (760) 384-6100 www.cerrocoso.edu
Porterville College	100 East College Avenue Porterville CA 93257-5901 (559) 791-2200 www.portervillecollege.edu
Long Beach Community College District Long Beach City College	4901 East Carson Street Long Beach CA 90808-1706 (562) 938-4353 www.lbcc.edu
Los Angeles Community College District District Office	770 Wilshire Boulevard Los Angeles CA 90017-3896 (213) 891-2000 www.laccd.edu
East Los Angeles College	1301 Avenida Cesar Chavez Monterey Park CA 91754-6099 (323) 265-8650 www.elac.edu
Los Angeles City College	855 North Vermont Avenue Los Angeles CA 90029-3590 (323) 953-4000 www.lacitycollege.edu
Los Angeles Harbor College	1111 Figueroa Place Wilmington CA 90744-2397 (310) 233-4000 www.lahc.edu
Los Angeles Mission College	13356 Eldridge Avenue Sylmar CA 91342-3200 (818) 364-7600 www.lamission.edu
Los Angeles Pierce College	6201 Winnetka Avenue Woodland Hills CA 91371-0001 (818) 719-6401 www.piercecollege.edu
Los Angeles Southwest College	1600 West Imperial Highway Los Angeles CA 90047-4899 (323) 241-5225 www.lasc.edu
Los Angeles Trade-Tech College	400 West Washington Boulevard Los Angeles CA 90015-4108 (213) 763-7000 www.lattc.edu

To Community Colleges

Los Angeles Valley College	5800 Fulton Avenue Van Nuys CA 91401-4096 (818) 947-2600 www.lavc.edu
West Los Angeles College	9000 Overland Avenue Culver City CA 90230 (310) 287-4200 www.wlac.edu
MiraCosta Community College District MiraCosta College	1 Barnard Drive Oceanside CA 92056-3899 (760) 757-2121 www.miracosta.edu
Mt. San Antonio Community College District Mt. San Antonio College	1100 North Grand Avenue Walnut CA 91789-1399 (909) 594-5611 www.mtsac.edu
Mt. San Jacinto Community College District Mt. San Jacinto College	1499 North State Street San Jacinto CA 92583-2399 (951) 487-6752 www.msjc.edu
North Orange County Community College District District	1830 W Romneya Drive Anaheim, CA 92801-1819 (714) 808-4500 www.nocccd.edu
Cypress College	9200 Valley View Street Cypress CA 90630-5897 (714) 484-7000 www.cypresscollege.edu
Fullerton College	321 East Chapman Avenue Fullerton CA 92832-2095 (714) 992-7000 www.fullcoll.edu
Palo Verde Community College District Palo Verde College	One College Drive Blythe CA 92225-1118 (760) 921-5500 www.paloverde.edu
Palomar Community College District Palomar College	1140 West Mission Road San Marcos CA 92069-1487 (760) 744-1150 www.palomar.edu
Pasadena Area Community College District Pasadena City College	1570 East Colorado Boulevard Pasadena CA 91106-2003 (626) 585-7123 www.pasadena.edu

To Community Colleges

Rancho Santiago Community College District District Office	2323 N. Broadway Santa Ana CA 92706-1640 (714) 564-6000 www.rsccd.org
Santa Ana College	1530 W. 17th Street Santa Ana CA 92706-3398 (714) 564-6000 www.sac.edu
Santiago Canyon College	8045 E. Chapman Avenue Orange, CA 92869-4512 (714) 564-4000 www.sccollege.edu
Rio Hondo Community College District Rio Hondo College	3600 Workman Mill Road Whittier CA 90601-1699 (562) 692-0921 www.riohondo.edu
Riverside Community College District Riverside Community College	4800 Magnolia Avenue Riverside CA 92506-1293 (951) 222-8000 www.rcc.edu
San Bernardino Community College District District Office	114 S. Del Rosa Drive San Bernardino CA 92408 (909) 884-2533 www.sbccd.cc.ca.us
Crafton Hills College	11711 Sand Canyon Road Yucaipa CA 92399-1799 (909) 794-2161 www.craftonhills.edu
San Bernardino Valley College	701 S. Mt. Vernon Avenue San Bernardino CA 92410-2798 (909) 384-4400 www.valleycollege.edu
San Diego Community College District District Office	3375 Camino del Rio South San Diego CA 92108-3883 (619) 584-6960 www.sdccd.edu
San Diego City College	1313 Park Boulevard San Diego CA 92101-4787 (619) 388-3400 www.sdcity.edu
San Diego Centers for Education and Technology San Diego Community College District	4343 Ocean View Boulevard San Diego CA 92113-1998 (619) 388-4881 www.sandiegocet.net

To Community Colleges

San Diego Mesa College	**7250 Mesa College Drive San Diego, CA 92111-4998 (619) 388-2600 www.sdmesa.edu**
San Diego Miramar College	**10440 Black Mountain Road San Diego CA 92126-2999 (858) 388-7800 www.sdmiramar.edu**
San Luis Obispo County Community College District Cuesta College	**PO Box 8106 San Luis Obispo CA 93403-8106 (805) 546-3100 www.cuesta.edu**
Santa Barbara Community College District Santa Barbara City College	**721 Cliff Drive Santa Barbara CA 93109-2394 (805) 965-0581 www.sbcc.edu**
Santa Clarita Community College District Canyons, College of the	**26455 N. Rockwell Canyon Road Santa Clarita CA 91355-1899 (661) 259-7800 www.canyons.edu**
Santa Monica Community College District Santa Monica College	**1900 Pico Boulevard Santa Monica CA 90405-1628 (310) 434-4000 www.smc.edu**
South Orange County Community College District District Office	**28000 Marguerite Parkway Mission Viejo CA 92692-3635 (949) 582-4999 www.socccd.edu**
Irvine Valley College	**5500 Irvine Center Drive Irvine CA 92618 (949) 451-5100 www.ivc.edu**
Saddleback College	**28000 Marguerite Parkway Mission Viejo CA 92692-3699 (949) 582-4500 www.saddleback.edu**
Southwestern Community College District Southwestern College	**900 Otay Lakes Road Chula Vista CA 91910-7299 (619) 421-6700 www.swccd.edu**
Ventura County Community College District District	**255 W. Stanley Avenue #150 Ventura, CA 93001-1346 (805) 384-8300 www.vcccd.net**

To Community Colleges

Moorpark College	**7075 Campus Road** **Moorpark CA 93021-1695** **(805) 378-1400** **ww.moorparkcollege.edu**
Oxnard College	**4000 South Rose Avenue** **Oxnard CA 93033-6699** **(805) 986-5800** **www.oxnardcollege.edu**
Ventura College	**4667 Telegraph Road** **Ventura CA 93003-3899** **(805) 654-6400** **www.venturacollege.edu**
Victor Valley Community College District **Victor Valley College**	**18422 Bear Valley Road** **Victorville CA 92392-5849** **(760) 245-4271** **www.vvc.edu**

To Community Colleges