

California State University, Fresno Foundation

INTERNAL APPLICANTS ONLY

PROGRAM ANALYST – CENTRAL CALIFORNIA TRAINING ACADEMY (CCTA)

JOB ANNOUNCEMENT #26-799

POSITION SUMMARY:	<p>Full-time, benefited position with the Central California Training Academy through the California State University, Fresno Foundation. The Central California Training Academy (CCTA) is a program within the Social Welfare Evaluation, Research, and Training Center (SWERT), and provides classroom training to twelve central California child welfare counties serving social workers, supervisors, and managers. This position is a full-time, benefited position with the California State University, Fresno Foundation. In addition, the SWERT Center collaborates with the University, providing support for Social Work students and assisting with conferences and special training events.</p> <p>The Program Analyst is responsible for providing administrative support by assessing program performance, leading data analyses, researching, and supporting grant-funded projects. It requires examining and reviewing service delivery information, monitoring and reporting program progress and conducting data analysis to evaluate delivered training courses, coaching programs, and learning collaboratives. Beyond technical tasks, the Program Analyst is an essential part of the Center's team and is responsible for ensuring the vision and mission are incorporated and highlighted in the work produced.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Information Technology Manager, the incumbent will be responsible for the following duties:</p> <ul style="list-style-type: none">• Analyze, maintain, and validate training and program data across multiple systems to ensure accuracy, completeness, and compliance with organizational and funding requirements.• Develop and maintain tracking logs, spreadsheets, databases, and reports to support program operations, training activities, and deliverable monitoring.• Prepare, track, and analyze monthly reports, deliverable updates, and performance data for internal stakeholders and external funding agencies.• Compile, verify, and submit required training and program data for grants, contracts, and compliance reporting purposes.• Monitor and maintain the Learning Management System records, including student/trainee transcripts, CEUs, attendance records, satisfaction surveys, and training delivery records• Coordinate and track training requests, project timelines, milestones, trainer assignments, and deliverables to ensure timely program execution.• Support with program trainings by Providing pre-training logistics, on-site coordination, and coverage; efficiently manage Zoom platform sessions.• Plan and coordinate meetings and program special events• Ensure accessibility compliance for training materials, including color contrast, reading order, and adding appropriate alternate text for accessibility.• Maintain and ensure accuracy of data across administered surveys and reporting platforms to ensure high completion rates (e.g., Qualtrics, Cybertrain, and Airtables)• Develop and maintain comprehensive User Guides for different reporting platforms (e.g., Cybertrain, Qualtrics, and Airtables)• Provide administrative support for programmatic needs including creation of spreadsheets, correspondence, registration, copy coordination, distribution, collection, and note taking at meetings as needed

	<ul style="list-style-type: none"> • Support grant activities, including identifying research opportunities, proposal development, compliance tracking and required progress, and final reporting. • Ensure all policies and procedures of California State University, Fresno, and the Fresno State Foundation are followed. • Contribute to a respectful, inclusive, and collaborative work environment. • Provide administrative and operational backup support for office functions and program activities as needed. • Other duties as assigned.
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Associate's degree required; Bachelor's degree preferred. • Minimum of four (4) years of related experience with program coordination or analysis, research support, and/or program administration • Experience with training logistics and delivery, including knowledge and use of audiovisual equipment, smart classrooms, and internet access. • Excellent written and verbal communication skills, including technical documentation and report preparation • Strong organizational, analytical, and problem-solving abilities with excellent attention to detail • Demonstrated skills and knowledge of grant processes, terminology, and grant-required research and reporting elements. • Knowledge and experience with data management, including tracking, analysis, and the ability to conduct presentations using charts, tables, and figures. • Ability to effectively manage and prioritize multiple project tasks and deliverables with critical deadlines • Advanced proficiency with standard office software, including Word, Excel, email, internet, Learning Management Systems, survey software, and cloud-based systems such as Google Docs, Box, Dropbox, Smartsheet, etc. • Ability to work independently with minimal supervision and effectively work with faculty, staff, and students from diverse ethnic, cultural, and socio-economic backgrounds. • Ability to maintain confidentiality as appropriate when dealing with staff training issues. • Ability to independently interpret and apply complex policies and procedures.
COMPENSATION:	\$4,580 per month (\$54,960 annual). Benefits include medical, dental, vision, life and 401(k), vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins June 11, 2026 ; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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