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| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** |  | PROPOSED |
| POSITION DUTY STATEMENT |  |
|  |  | X | CURRENT |
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| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | **POSITION NUMBER (Agency-Unit-Class-Serial)** | **MCR / HCR** |
| Division of Administrative Services | 048-112-**5157**-807.809.810.817.818.820-825 | 1/H |
| **DIVISION / UNIT** | **CLASSIFICATION TITLE** |
| Peace Officer Selection and Employee DevelopmentOffice of Training and Professional DevelopmentInstructional Design, Evaluations and Learning Management SystemsInstructional Design Unit | STAFF SERVICES ANALYST |
| **WORKING TITLE** |
| SSA – Instructional Design Unit |
| **TIME BASE / TENURE** | **CBID** | **WWG** | **COI** |
| FT/P | R01 | 2 | Yes [ ]  No [x]  |
| **LOCATION** | **INCUMBENT** | **EFFECTIVE DATE** |
| Goethe Road, Sacramento 95827 |  |  |
| **CDCR’S MISSION and VISION** |
| **Mission -** To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.**Vision -** We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. |
| **COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION** |
| The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments. |
| **DIVISION OVERVIEW** |
| The Instructional Design, Evaluations & Learning Management System (IDEAL) section consists of the Instructional Design, Evaluations, and Learning Management System (LMS) units. IDEAL is responsible for developing training and curricula for CDCR programs and academies, serving as the liaison between the Office of Legal Affairs and the Commission on Correctional Peace Officer Standards and Training (CPOST), evaluating departmental training and program initiatives, and integrating, adapting, and automating new technology into departmental training programs. IDEAL is also responsible for the retention and maintenance of all OTPD approved LMS content and data. |
| **GENERAL STATEMENT** |
| Under the supervision of the Staff Services Manager I (SSM I) of the Instructional Design Unit (IDU), the Staff Services Analyst (SSA) performs analytical duties of average complexity, monitoring, and reviewing the development of instructor-led and computer-based training for submission to management. The SSA will operate congruently with organizational culture, values, and vision. The SSA will support and promote a positive work environment and productive relationships with all staff and stakeholders of CDCR ethically and professionally. A considerable level of confidentiality is required. Duties include but are not limited to: |
| **% of time performing duties** | **Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.** |
| 40% | Assist IDU with reviewing and analyzing proposed lesson plans for technical content and impact on departmental policy and procedures. Attend quality assurance meetings, check lesson plans for compliance with standardized lesson plan format, review grammar and formatting, recommend changes, and provide feedback to IDU developers. Assist with creating interactive learning aids and graphic media using a variety of software including Microsoft Office Suite and the Articulate 360 content authoring suite. Ensures trainings comply with training standards. |
| 35% | Assist with formulating and maintaining review procedures and checklists for training development, revision, and modifications. Utilizes Microsoft Excel and Sharepoint to maintain and monitor curriculum timelines. Monitors and tracks the curriculum review process. Make revisions to curriculum resulting from management, unit, and subject matter expert review.  |
| 15% | Coordinates with the IDU staff to ensure trainings are disseminated and tracked. Prepares and distribute completed trainings as needed.  |
| 5%  | Responds to correspondence and special assignments, including assisting with the less complicated duties for finalizing trainings. Takes part in mandated/non-mandated trainings and special job-related projects as assigned. |
| 5% | Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.  |
| **SPECIAL REQUIREMENTS** |
| * CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all incarcerated persons, visitors, nonemployees and employees shall be made aware of this.
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| **CONSEQUENCE OF ERROR** |
| * Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.
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| **TO BE REVIEWED AND SIGNED BY SUPERVISOR AND EMPLOYEE:****EMPLOYEE’S STATEMENT:*** *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*
 |
| **EMPLOYEE’S NAME (Print)** | **EMPLOYEE’S SIGNATURE** | **DATE** |
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| **SUPERVISOR’S STATEMENT:*** *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
* *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*
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| **SUPERVISOR’S NAME (Print)** | **SUPERVISOR’S SIGNATURE** | **DATE** |
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| Division of Administrative Services | 048-112-**5393**-807.809.810.817.818.820-825 | 1/H |
| **DIVISION / UNIT** | **CLASSIFICATION TITLE** |
| Peace Officer Selection and Employee DevelopmentOffice of Training and Professional DevelopmentInstructional Design, Evaluations and Learning Management SystemsInstructional Design Unit | ASSOCIATE GOVERNMENTAL PROGRAM ANALYST |
| **WORKING TITLE** |
| AGPA – Instructional Design Unit |
| **TIME BASE / TENURE** | **CBID** | **WWG** | **COI** |
| FT/P | R01 | 2 | Yes [ ]  No [x]  |
| **LOCATION** | **INCUMBENT** | **EFFECTIVE DATE** |
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| **GENERAL STATEMENT** |
| Under the direction of the Staff Services Manager I of the Instructional Design Unit (IDU), the Associate Governmental Program Analyst (AGPA) performs the more responsible, varied, and complex technical and analytical assignments for developing instructor-led and computer-based training taught within the California Department of Corrections and Rehabilitation (CDCR). This training includes the Basic Correctional Officer Academy, Basic Parole Agent Academy, Advanced Learning Institute Academies, and all related in-service training courses. The AGPA will support organizational culture, values, and vision and promote a positive work environment and productive relationships with all staff and stakeholders of CDCR ethically and professionally. Duties include but are not limited to: |
| **% of time performing duties** | **Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.** |
| 40% | Analyzes IDU training development requests, develops and updates curricula and related materials using multimedia systems, course authoring tools, and other appropriate computer software. Acts as the project lead and works independently with subject matter experts to design, develop, modify, and/or revise curricula. Ensures course content is accurate and consistent with departmental policy and procedures before distribution to appropriate stakeholders. Creates interactive learning aids and graphic media using a variety of software including Microsoft Office Suite and the Articulate 360 content authoring suite. |
| 35% | Utilizes effective needs analysis, project management, and evaluation skills to review training content. Participates in quality assurance meetings and applies editing standards to curricula ensuring compliance with departmental standards and training guidelines. |

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| 15% | Distributes updated curricula to intended audience on CDCR server. Guides departmental administrators, schedules meetings and consults with training presenters, subject matter experts, and other staff in training development. Ensures effective use of technology to further staff development and training programs within the CDCR. |
| 5% | Participates in observations of instruction for assigned training. Tracks projects using SharePoint, prepares reports, and makes recommendations for improvements to existing curricula and training programs. Takes part in mandated/non-mandated trainings and special job-related projects as assigned. |
| 5% | Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.  |
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