

2ALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Administrative Services		POSITION NUMBER (Agency-Unit-Class-Serial) 065-572-4800-018		MCR / HCR 2
DIVISION / UNIT Human Resources Division of Administrative Services Personnel Operations & Support Workforce Development & Digital Innovation		CLASSIFICATION TITLE Staff Services Manager I		
		WORKING TITLE Training Manager		
		TIME BASE / TENURE PERM/FT	CBID SO1	WWG E
LOCATION Downtown, Sacramento, CA		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
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 mission of Human Resources is to provide a positive employee experience through the delivery of excellent customer service. Our goal is to have a trusted human resources management program that is service-oriented and policy compliant to: recruit and retain top talent, provide meaningful wellness programs, empower professional development, create innovative solutions to deliver a diversified high performing workforce.				
GENERAL STATEMENT				
The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.				
Under the direction of the Staff Services Manager (SSM) II, the SSM I plans, organizes, supervises, and directs the activities of the Human Resources (HR) Training Unit, including the functional oversight, support, and coordination of training functions within HR. The incumbent is responsible for the effective supervision, training, and technical direction of multiple analytical positions responsible for designing, delivering, and evaluating training curriculum and other tools and resources which will support HR in evaluating and enhancing employee performance. The incumbent is responsible for ensuring staff performance measures are met; contributing toward achieving the Department's goals of workforce excellence and organizational effectiveness; and modeling and instilling the Department's core values of leadership, integrity, accountability, and collaboration. The incumbent is expected to exercise good judgment, communicate effectively both verbally and in writing, and portray a professional and positive demeanor at all times. The incumbent may be expected to utilize the Learning Management System (LMS) on an on-going basis as required by their position and duties, which may vary. The incumbent may have to act in the absence of the SSM II as deemed necessary.				
The individual must demonstrate a high degree of independence, initiative, and responsibility in successfully performing the following job duties:				
% 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%	Direct and supervise analytical staff. Plan, schedule, prioritize, and delegate projects and assignments, and ensure completed staff work is accomplished. Set and communicate performance expectations, monitor and evaluate progress and job performance, and hold staff accountable for key milestones and deadlines. Mentor and coach staff through opportunities that align with performance development best practices. Ensure staff have the			

35%	<p>necessary training, tools, and resources to meet operational needs. Lead the team to collaboratively design, develop, implement, evaluate, and continuously improve training to ensure HR staff achieve increased productivity, consistency, and accuracy.</p> <p>In collaboration with stakeholders, develop HR’s training plan and provide quality supervision and training to staff to ensure its seamless administration. Oversee the development of new training modules, revision of current training modules, and facilitation of training. Ensure staff leverage resources, technology, and tools to create a learner experience that allows for knowledge application. Collaborate with stakeholders to conduct needs assessments that will direct the design of appropriate learning solutions (hybrid or in-person learning events). Direct and supervise the communication and support provided to stakeholders on training needs.</p>
20%	<p>Collaborate with the Office of Training and Professional Development (OTPD) when needed, to develop, assess, and upload developed training courses to LMS. Liaise with training coordinators to ensure HR staff are enrolled and complete annual mandatory training as outlined in the Annual Headquarters Non-Custody Training Schedule, as well as other pertinent training opportunities through OTPD or external providers (Department of Human Resources, State Controller’s Office, and/or CPS HR Consulting).</p>
5%	<p>Keep up with learning and development industry trends in order to propose innovative ideas for maximizing effectiveness of training initiatives Participate in meetings, work groups or committees when necessary, to identify any policy or process changes that may impact training. Individually or in collaboration with stakeholders, participate in HR strategic training process improvement activities to ensure a well-trained workforce. Establish and maintain positive working relationships with Department program & field office managers, and control agencies. Conduct and attend meetings as required.</p>

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

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.

To be reviewed and signed by the 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.*

SUPERVISOR’S NAME (Print)	SUPERVISOR’S SIGNATURE	DATE
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