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|  | [ ] Current [x] Proposed |
| STATE OF CALIFORNIACalifornia Victim Compensation BoardRev. 09/17 |  |
| **DUTY STATEMENT** |
| EMPLOYEE | RPA # / JOB CONTROL #19-037 / JC -  |
| VACANT |
| POSITION NUMBER | CLASSIFICATION | WORKING TITLE |
| 040-215-5193-XXX | Associate Governmental Program Analyst | Trainer |
| DIVISION | BRANCH | CBID | WWG |
| Victim Compensation | Resource Branch | R01 | 2 |
| WORK DAYS | WORK HOURS | TENURE | TIME BASE |
| Monday – Friday  | Monday-Friday 8am-5pm (flexible) | Permanent | Full-time |
| **CONFLICT OF INTEREST CLASSIFICATION** |
| This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment. |
| Conflict of Interest Classification? [x]  Yes [ ]  No |
| **DEPARTMENT OVERVIEW** |
| The California Victim Compensation Board (CalVCB) is a state program dedicated to providing reimbursement for many crime-related expenses to eligible victims who suffer physical injury or the threat of physical injury as a direct result of a violent crime. CalVCB funding comes from restitution paid by criminal offenders through fines, orders, penalty assessments and federal funds.Our mission is to assure the rights of victims of crime by providing responsive financial compensation through a stable restitution fund. CalVCB is a special funded department under the direction of the Government Operations Agency. |
| **EMPLOYEE ACKNOWLEDGEMENT** |
| I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights). |
| EMPLOYEE’S NAME (Print) | EMPLOYEE’S SIGNATURE | DATE |
| Vacant |  |  |
| **SUPERVISOR ACKNOWLEDGEMENT** |
| I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this 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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| STATE OF CALIFORNIA California Victim Compensation Board**DUTY STATEMENT**(REV. 09/17) **RPA 19-037** |
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| **GENERAL STATEMENT** |
| Each staff person is a valued member of the department’s team. Each person is expected to work cooperatively with team members and others to enable the department to provide the highest possible level of customer service. Your creativity and productivity are encouraged. Efforts to treat others fairly, honestly and with respect are values expected of all staff. |
| **% OF TIME PERFORMING DUTIES** | **ESSENTIAL FUNCTIONS** |
|  | Under the direction of the Training and Policy Manager (SSM I), the Associate Governmental Program Analyst (AGPA) serves as a trainer, subject-matter-expert, and policy analyst for CalVCB. The AGPA performs the more complex analytical duties including training development, training coordination, and delivery of trainings for CalVCB policies and procedures. The AGPA researches and provides recommendations on policy and procedure issues related to training. |
| 40%40%10%10% | **ESSENTIAL FUNCTIONS:**Under the supervision of the SSMI, the AGPA collaborates with experienced trainers to develop and facilitate basic to intermediate processing training content, following the ADDIE training model. The AGPA assesses needs, develops, designs, implements, and evaluates training programs for CalVCB staff, local Victim Witness Assistance Centers,Joint Power contract staff, other public and private agencies, and organizations serving crime victims.The AGPA collaborates with the training team in determining the appropriate method of delivery, designing course objectives which contain performance standards, and writing learning assessments which support the objectives. The AGPA collaborates with the training team to develop and maintain eLearning courses and provide administrative support to and development of the agency’s Learning Management System. The AGPA trainer utilizes the most appropriate training methods, techniques, and activities to address training needs including lecture, simulation, hands-on experience, role-playing, case study, eLearning, and blended learning. *Development of Training Handouts, Tutorials and Job Aids for the Policy and Procedure Manual:* Under the direction of the SSMI, the AGPA collaborates with the training team to develop new training handouts and update existing training handouts, tools and job aids for the on-line Policy and Procedure Manual. Creates self-paced on-line tutorials using a variety of software programs. Gathers customer input and assists in piloting all training material included in the Manual to ensure objectives are met. The AGPA trainer will collaborate with the training team to: Submit a bi-weekly report to the SSMI on projects and training progress and outcomes; create an annual Training Evaluation Report containing quantitative and qualitative data outcomes based on course learning assessments, learner evaluations; and audit findings; assist with implementing the results of the report by adjusting training content and/or delivery method as needed. *Research and Analysis (Training Related Issues):* The AGPA collaborates with training team toidentify policy and procedure issues that arise during the development and/or delivery of training, and works with the policy analysts in addressing these issues.  |
| **DESIRABLE QUALIFICATIONS—Qualified candidates will meet many or all of the following:** |
| * Experience training, or experience/comfortable with public speaking/presenting to an audience
* Knowledge of principles, practices, and trends in the field of talent development, facilitation and public speaking.
* Ability to communicate effectively to a variety of audiences
* Proficiency with the following software programs: Microsoft Word, Excel, Outlook, PowerPoint, Articulate or other eLearning software, Blackboard or other Learning Management System, Publisher, or PageMaker or other desktop publishing or graphics software.
* Experience/ability in creating visually-compelling presentations and documents.
* Ability to interpret data and evaluate results.
* Ability to interpret and apply policies, statutes, regulations, and laws.
* Ability to take complex topics and communicate key information in a simple, straightforward manner.
* Knowledge of public and business administration, government functions, and methods and techniques of effective leadership.
* Ability to take and follow verbal or written direction from supervisors/managers.
* General knowledge of the CalVCB program.
* General knowledge of the department’s mission, goals and policies to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the unit and/or division.
* Knowledge of public and business administration, government functions, and methods and techniques of effective leadership.
* General knowledge of governmental functions and organization at the State and local level to maintain and foster a good working relationship with our clients.
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| **PERSONAL CHARACTERISTICS and EXPECTATIONS** |
| * Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
* Ability to effectively handle stress and deadlines in a fast-paced work environment.
* Ability to problem-solve and use critical and creative thinking to effectively perform work.
* Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
* Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
* Understand, follow and enforce all safety rules and procedures.
* Be supportive of management and coworkers.
* Maintain the confidence and cooperation of others.
* Complete assignments in a timely and efficient manner, and ensure deadlines are met.
* Manage multiple & changing priorities.
* Maintain acceptable, consistent, and regular attendance.
* Develop and maintain knowledge and skill related to the job.
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| **PHYSICAL ABILITIES** |
| * Typical work requires prolonged sitting using a computer and telephone.
* Common eye, hand, and finger dexterity is required for most essential functions.
* Grasping and making repetitive hand movements in the performance of daily duties.
* Some carrying/moving of objects up to thirty pounds.
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