

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)	Working Title of Position CURRICULUM DEVELOPMENT - STAFF SERVICES MANAGER I
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.	Division and/or Subdivision SACRAMENTO HQ/FPP/TRAINING CENTER
	Location of Headquarters IONE – AMADOR COUNTY
	Class Title of Position STAFF SERVICES MANAGER I (SUPERVISORY)
	Position Number 541-029-4800-002
	Effective Date
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
35%	Under the general direction of the Assistant Chief (Supervisory), Curriculum Development, the Staff Services Manager I position is responsible for the supervision of the professional and clerical staff assigned to Curriculum Development. *Oversee and participate in the design and revision of new and existing courses based on legal mandates, changing training needs, departmental priorities and strategic goals. * Ensure course content matches with appropriate delivery options and aligns with departmental standards. *This includes making assignments, detailed task/job analysis, determine critical job performance requirements, identifying knowledge and skill goals, technical content development and evaluation methods and reviewing curricula for accuracy and completeness. *As the training expert, the incumbent guides the course developers/trainers through the development and revision of course materials which may include lesson plans, student information, visual aids and training manuals. *Responsible for tracking lesson development to ensure timelines are met. *Monitor workload. *Evaluate course curricula and instructional learning materials. *Gather and analyze information related to long-range training goals and future training trends.
25%	*Supervise professional and clerical staff. *Communicate performance expectations, monitor job performance and ensure that staff receives training to perform their required duties.
20%	*Supports the maintenance of Departmental Training Handbooks (HB). *Writes and reviews policy related to training materials. *Maintains, updates, and develops the Training 4000HB, . *Creates and maintains policies and procedures relating to Curriculum Development.
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.	
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.	
Job qualifications and/or conditions of employment: Additional activities may include climbing stairs, standing long hours, as well as some bending, stooping or light lifting. Travel may be required. Proficiency in Microsoft Office Suite preferred.	
"We have discussed this document in its entirety and understand the duties of this position."	
Employee Signature _____	Date _____
_____	Supervisor Signature _____
_____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory _____	
_____ Initials and date	

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%

*Research industry and state-of-the-art technology, equipment and training and provide recommendations on those that will further the training needs of the Department. *Oversite of the Training Center audio visual system, including procedures and maintenance.

5%

*Review and evaluate training courses for program effectiveness in meeting instructional objectives and legal mandates. *Responsible for all testing, written and performance, relating to the course objectives.

5%

*Attend meetings and act as the Department's representative/liaison for curricula development as assigned. *Prepare budget change proposals; feasibility study reports and special reports as needed. Other duties as assigned.

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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Personnel use only

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 Initials and Date