

DUTY STATEMENT

Employee Name:

Classification: Associate Governmental Program Analyst	Position Number: 580-120-5393-762
Working Title: Trainer	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Human Resources Division	Division/Section/Unit: Performance & Training Section/Training Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing training and performing staff development assignments to strengthen the workforce.

The Associate Governmental Program Analyst (AGPA) is independently responsible for the planning, organization, and delivery of the more complex training activities for the Human Resources Division (HRD). Training courses cover a variety of human resources topics Department-wide, with a focus on supervisor and management training, orientation programs, conferences, and overall professional and technical training. The AGPA is primarily focused on the wide-spread distribution of Human Resources-related information to Departmental staff in order to create and maintain a common understanding between the HRD and Departmental employees/stakeholders.

The incumbent works under the direction of the Training Officer II of the Training Unit.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance

- Medical Clearance
- Travel: Up to 10% of travel is required.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Independently plans, organizes, and conducts formal training courses on varying Human Resources-related topics through the use of various training formats, including but not limited to: in-person facilitator-led courses, live webinars, voice-over presentations, and video recordings. Confers with the Training Officer II in order to customize trainings to achieve desired outcomes. May conduct “dry-run” test trial trainings or modify future administrations of training courses based on feedback received. Travel is required on an as-needed basis to various CDPH locations throughout California in order to successfully complete assigned responsibilities.
- 30% Tracks data related to class attendance, classes provided, class evaluations, and other related data; provides updates to management regarding evaluation completion rates; and identifies any areas of concern.
- 15% Independently develops formal training courses for all levels of Departmental employees on varying Human Resources-related topics including professional development courses, technical courses, orientation programs, and supervisor/manager courses, utilizing adult-learning methodology and strategies. These activities include the collection and development of course materials and presentation materials, and the organization and arrangement of resources. Compiles relevant information to be distributed and taught in coursework in accordance with Department policies, practices, and methodologies, as well as laws and rules of applicable control agencies, such as the California Department of Human Resources (CalHR), the State Personnel Board (SPB), and the State Controller’s Office (SCO).
- 15% Independently responsible for the development of materials and information to be distributed Department-wide, such as memoranda, websites, and newsletters, with the intent and focus of education on Human Resources-related topics. Responds to inquiries regarding the CDPH Training Registration Intranet site.

Marginal Functions (including percentage of time)

- 5% Performs other AGPA duties as required.

<p>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.</p>	<p>I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a</p>
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		need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name: Shelley Weissensee	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By: Alyssa Ballesteros-Agulo	Date 6/9/2021		

DUTY STATEMENT

Employee Name:

Classification: Staff Services Analyst (General)	Position Number: 580-120-5157-762
Working Title: Trainer	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Human Resources Division	Division/Section/Unit: Performance & Training Section/Training Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing training and performing staff development assignments to strengthen the workforce.

The Staff Services Analyst (SSA) (General) is responsible for the development and delivery of training activities of average difficulty for the Human Resources Division (HRD). Training courses cover a variety of human resources topics Department-wide, with a focus on supervisor and management training, orientation programs, conferences, and overall professional and technical training. The SSA is primarily focused on the wide-spread distribution of Human Resources-related information to Departmental staff in order to create and maintain a common understanding between the HRD and Departmental employees/stakeholders.

The SSA classification is distinguished from the Associate Governmental Program Analyst classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification consists of three alternate ranges and as the SSA advances within the classification ranges, their responsibilities are expected to show broader knowledge of the work environment, and organizational and/or departmental requirements while the scope of work increases.

The incumbent works under the supervision of the Training Officer II of the Training Unit.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10% of travel is required.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Plans, organizes, and conducts formal training courses on varying Human Resources-related topics through the use of various training formats, including but not limited to: in-person facilitator-led courses, live webinars, voice-over presentations, and video recordings. Works closely with the Training Officer II in order to customize trainings to achieve desired outcomes. May conduct “dry-run” test trial trainings or modify future administrations of training courses based on feedback received. Travel is required on an as-needed basis to various CDPH locations throughout California in order to successfully complete assigned responsibilities
- 30% Tracks data related to class attendance, classes provided, class evaluations, and other related data; reconciles and compiles data from spreadsheets or databases to track individual employee performance evaluation completion rates based on evaluations submitted to HRD for filing; provides updates to management regarding evaluation completion rates; and identifies any areas of concern.
- 15% Assists with the development of formal training courses for all levels of Departmental employees on varying Human Resources-related topics including professional development courses, technical courses, orientation programs, and supervisor/manager courses, utilizing adult-learning methodology and strategies. These activities include the collection and development of course materials, presentation materials, and the organization and arrangement of resources. Compiles relevant information to be distributed and taught in coursework in accordance with Department policies, practices, and methodologies, as well as laws and rules of applicable control agencies such as the California Department of Human Resources (CalHR), the State Personnel Board (SPB), and the State Controller’s Office (SCO).
- 15% Assists with the development of materials and information to be distributed Department-wide, such as memoranda, websites, and newsletters, with the intent and focus of education on Human Resources-related topics. Responds to inquiries regarding the CDPH Training Registration Intranet site.

Marginal Functions (including percentage of time)

5% Performs other SSA duties as required.

<p>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.</p>		<p>I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)</p>	
<p>Supervisor's Name: Shelley Weissensee</p>	<p>Date</p>	<p>Employee's Name:</p>	<p>Date</p>
<p>Supervisor's Signature</p>	<p>Date</p>	<p>Employee's Signature</p>	<p>Date</p>
<p>HRD Use Only: Approved By: Alyssa Ballesteros-Agulo</p>	<p>Date 6/9/2021</p>		