

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF HUMAN RESOURCES
OFFICE OF PROFESSIONAL DEVELOPMENT
DUTY STATEMENT**

EMPLOYEE NAME: Vacant

POSITION NUMBER: 420-090-4800-901

JOB TITLE: Staff Services Manager I (Training Manager) / Limited Term

STATEMENT OF DUTIES: Under the general direction of the Staff Services Manager (SSM) II who serves as the Statewide Professional Development Manager for the Office of Professional Development (OPD), the SSM I directly supervises analysts and trainers, and has oversight responsibility for staff providing training classes, desktop application, class scheduling, team projects, department-wide special projects, and personnel issues.

SUPERVISION RECEIVED: Reports directly to the SSM II.

SUPERVISION EXERCISED: Directly supervises a team of Training Officers and Associate Governmental Program Analysts located in the Sacramento and/or Los Angeles Attorney General's Offices.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California. Occasional statewide travel may be necessary.

ESSENTIAL FUNCTIONS

30% Oversee and coordinate the daily operations of a training team by providing direction, guidance, and leadership to staff, as well as:

- Being responsible for ongoing strategic planning resulting in the evaluation and implementation of continuous process improvement.
- Communicating the program goals, objectives and expectations for the team.
- Assigning and tracking workload to subordinate staff and providing comprehensive expectations on assignments, tasks and desired outcomes.
- Providing on-the-job training, information on methods, priorities and deadlines, and approving formal training necessary to perform tasks effectively.
- Assigning projects, reviewing for accuracy and completeness, and conferring on all aspects of the training and development process.
- Reviewing proposed legislation to determine impact on the operations of the office or the department and provides recommendations on the process for implementing passed legislation.
- Keeping management apprised of the progress of projects, tasks and teams.
- Performing research, analyzing current practices, and developing/recommending more effective and efficient methods of training.

OPD – Staff Services Manager I (Limited Term))
Duty Statement

- 25% Manage the Department’s Emerging Leader and Leadership Programs by:
- Designing and delivering course curriculum to fulfill Government Code § 19995.4 requirements for newly appointed leaders and ongoing leadership training, and discussing departmental and program needs with managers, supervisors and employees.
 - Promoting courses by leading the team in developing brochures, sending emails and utilizing other communication vehicles to heighten awareness and involvement.
 - Leading the team in developing and conducting courses for the Emerging Leader program using varied training techniques to increase employee interest and participation.
 - Analyzing course evaluations to assess effectiveness and recommend opportunities for course improvements and additional training courses by reviewing responses to each topic.
 - Working with the OPD Management Team to collaborate with subject matter experts and DOJ leadership on developing and presenting courses on specific departmental needs.
- 25% Prepare program-specific training programs by:
- Identifying skills and competencies necessary for program success, not addressed by general training.
 - Identifying training options to meet program needs.
 - Developing or identifying tools and processes to evaluate and measure program effectiveness.
- 15% Represent the OPD on current training and development issues by:
- Working cooperatively with program areas, including management and Training Coordinators in the review and development of procedures and processes relating to staff training and development, including tracking of training courses.
 - Establishing and maintaining cooperative relationships within the department and with other state agencies through presentations, forums, meetings and other forms of communications.
 - Representing the department at meetings and conferences.
- 5% Review and approve requests for time off, monthly JUS 634s for staff, and prepare probationary and annual reports.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____