

**CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT**

WORKING TITLE OF POSITION Training Coordinator	REPORTING UNIT NUMBER 237	
DIVISION/BRANCH OR CENTER Statewide Staff Training Unit	LOCATION Sacramento HQ	
CLASS TITLE / INCUMBENT Associate Governmental Program Analyst	POSITION # 533-237-5393-xxx	EFFECTIVE DATE XX

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION

This position requires the incumbent to utilize a personal computer on a daily basis; travel occasionally; maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures. This position is expected to exercise a high degree of initiative, independence and originality in performing assigned tasks. Regular and consistent attendance is critical to the successful performance of this position due to the time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

Under the direction of the Statewide Staff Training Manager/Staff Services Manager I (SSMI), the Associate Governmental Program Analyst (AGPA) provides training and support services for the California Conservation Corps (CCC) management and staff. The AGPA is responsible for a variety of routine and complex analytical projects. The incumbent will review, analyze, and coordinate multiple areas within the Training unit. The incumbent will review and analyze staff training needs and will coordinate, develop, and/or deliver training (in-person and virtually as needed) to satisfy the department's training requirements. The incumbent will also monitor and track staff compliance with Statewide and departmental training requirements and maintain the department's online Learning Management System (LMS), the CCC Training Portal.

Relative Time Required	
25%	The Training Coordinator is responsible for analyzing, monitoring, communicating, and responding to the routine and complex needs of management and staff based on Statewide training mandates, department program requirements, bargaining unit contracts, and related industries' health and safety standards. To ensure the department's compliance with Statewide training mandates, the incumbent is expected to monitor, analyze, and interpret the training needs of CCC Staff as required by legislation and the California Government Code.
20%	The Training Coordinator will monitor and track staff training to ensure training compliance for CCC staff is met. The incumbent will use tools such as the department's LMS, email (using both a shared and an individual email account), newsletters, and other publications to communicate specific training needs and deadlines directly to individual staff and management. The incumbent will also maintain training records and transcripts for CCC staff in order to facilitate compliance with State, departmental, and related industry requirements (e.g., CalHR, SPB, OSHA, CalFire, US Forest Service, FEMA). The incumbent will prepare and deliver various training records in the event of an audit.
15%	The Training Coordinator is responsible for the maintenance of the department's Learning Management System (LMS). The CCC's LMS serves as the primary database of staff

training records, as well as a platform for delivering eLearning and virtual instructor-led training directly to CCC staff. In order to ensure the accuracy and the availability of training records to CCC staff and management, the incumbent will configure and maintain the LMS based on dynamic training needs and requirements as stated in the above paragraph. The incumbent will be responsible for ensuring accurate data entry by soliciting and entering training data directly into the LMS, as well as by monitoring the staff's direct use of the system.

15%

The Training Coordinator will develop, plan, and deliver training materials and courses. In order to meet the CCC's diverse training needs, the incumbent will provide support for internal instructors and subject matter experts, as well as with external training contractors and instructors. To do this, the incumbent will independently plan and facilitate training events, including the management of contracts, enrollments, communications, event coordination and logistics (securing training locations and facilities, securing and setting up audio/visual and other equipment and materials), as well as the maintenance of completion and certification documentation. In addition to facilitating staff training events, occasionally the incumbent will create and deliver department specific training and eLearning materials using instructional design software (e.g., Articulate) or other appropriate tools (e.g., Adobe Creative Cloud Suite).

10%

The Training Coordinator is responsible for independently performing the routine and complex research, design, revision, and implementation of organizational development activities including but not limited to new employee onboarding, workforce and succession planning, internal database maintenance, internal chainsaw training program meetings, career development plans, the department's Upward Mobility program, and leadership and mentorship programs. To ensure the continued effectiveness of these training programs, the incumbent will perform the ongoing review of training processes and procedures.

10%

The Training Coordinator, sometimes in conjunction with other department units, is responsible for developing and delivering direct communications to staff and management, including the development of communication plans and schedules, the drafting of email, the creation of a monthly Staff Training Bulletin, and the creation of compliance reports to management (weekly, monthly, annually, and ad hoc). To do this, the incumbent will learn and use various software tools, including but not limited to, Microsoft Office Suite, Adobe Creative Cloud Suite, and the department's online LMS system.

5%

Participate on cross functional work teams and/or perform other duties as needed to meet CCC program mandates.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the EEO Office).

Employee's Name (Print)

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Name (Print)

Supervisor's Signature

Date

CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION Training Coordinator	REPORTING UNIT NUMBER 237	
DIVISION/BRANCH OR CENTER Statewide Staff Training Unit	LOCATION Sacramento HQ	
CLASS TITLE / INCUMBENT Staff Services Analyst / Vacant	POSITION # 533-237-5157-xxx	EFFECTIVE DATE XX

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
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Relative Time
Required

This position requires the incumbent to utilize a personal computer on a daily basis; travel occasionally; maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures. This position is expected to exercise a high degree of initiative, independence and originality in performing assigned tasks. Regular and consistent attendance is critical to the successful performance of this position due to the time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

Under the direction of the Statewide Staff Training Manager/Staff Services Manager I (SSMI), the Staff Services Analyst (SSA) provides training and support services for the California Conservation Corps (CCC) management and staff. The SSA is responsible for a variety of routine analytical projects. The incumbent will review, analyze, and assist in the coordination of multiple areas within the Training Unit.

40%

The SSA Training Coordinator is responsible for data entry, tracking and reporting the status of required and work-related elective training based on needs of management, Statewide training mandates, department program requirements, bargaining unit contracts, and/or related industries' health and safety standards. To ensure the department's compliance with Statewide training mandates, the incumbent is expected to assist the AGPA in monitoring, analyzing, and interpreting the training needs of CCC Staff as required by legislation and the California Government Code. The SSA Training Coordinator will Assist with tracking staff training to ensure training compliance for CCC staff is met including tracking special programs training.

The incumbent will use tools such as the department's Learning Management System (LMS), email (using both a shared and an individual email account), newsletters, and other publications to communicate specific training needs and deadlines directly to individual staff and management. The incumbent will also maintain training records and transcripts for CCC staff in order to facilitate compliance with State, departmental, and related industry requirements (e.g., OSHA, CalFire, US Forest Service, FEMA). The incumbent will assist with the preparation and delivery of various training records in the event of an audit.

25%

The Training Coordinator is responsible for assisting the AGPA with the maintenance of the department's LMS. The CCC's LMS serves as the primary database of staff training records, as well as a platform for delivering eLearning and virtual instructor-led training directly to CCC staff. In order to ensure the accuracy and the availability of training records to CCC staff and

management, the incumbent will assist the AGPA in configuring and maintaining the LMS based on dynamic training needs and requirements as stated in the above paragraph. The incumbent will be responsible for ensuring accurate data entry by soliciting and entering training data directly into the LMS, as well as by monitoring the staff's direct use of the system.

15%

The Training Coordinator will assist with the development, planning, and delivery of training materials and courses. In order to meet the CCC's diverse training needs, the incumbent will provide support for internal and external instructors and subject matter experts. To do this, the incumbent will assist the AGPA to plan and facilitate training events,, enrollments, communications, event coordination and logistics (securing training locations and facilities, securing and setting up audio/visual and other equipment and materials), as well as maintaining completion and certification documentation. In addition to facilitating staff training events, occasionally the incumbent will assist in the creation and delivery or department specific training and eLearning materials using instructional design software (e.g., Articulate) or other appropriate tools (e.g., Adobe Creative Cloud Suite).

10%

The Training Coordinator is responsible for performing the more routine research, design, revision, and implementation of organizational development activities including but not limited to new employee onboarding, workforce and succession planning, internal database maintenance, internal chainsaw training program meetings, state sponsored Greenhouse Gas Reduction Funded activities, career development plans, the department's Upward Mobility program, and leadership and mentorship programs. To ensure the continued effectiveness of these training programs, the incumbent will provide support in to the AGPA in the ongoing review of training processes and procedures.

10%

The Training Coordinator, sometimes in conjunction with other department units, will assist with the developing and delivering direct communications to staff and management, including assisting the AGPA in the development of communication plans and schedules, the drafting of email, the creation of a monthly Training Bulletin, and the creation of compliance reports to management (weekly, monthly, annually, and ad hoc), and maintenance of the CCC wide Training Calendar. To do this, in incumbent will learn and use various software tools, including but not limited to, Microsoft Office Suite, Foxit, Articulate 360, and the department's online LMS system.

Participate on cross functional work teams and/or perform other duties as needed to meet CCC program mandates.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the EEO Office).

Employee's Signature

Date _____

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date _____

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