

DUTY STATEMENT

1. Institution/Division/Office: CSP-Los Angeles County (LAC)/Workforce Development/CALPIA		2. Unit/Industry/Enterprise: Career Technical Education (CTE)	
3. Classification Title: Training Officer I		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 399-073-5197-001		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under general direction of the Staff Services Manager II, Career Technical Education (CTE), the incumbent provides training and supervision for up to twenty incarcerated individual participants in the use of computer software for a technology based CTE program.			
8. Work Schedule: Monday - Thursday; 6:30am - 4:30pm			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
35%		<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> <p>Provide training and supervision for up to twenty incarcerated individual participants in the use of computer software for the technology based CTE program. Train and assist incarcerated individual participants in testing and assessing their work to ensure successful completion. Ensures training meets industry standards. Prepare various reports as requested.</p>	
25%		<p>Responsible for the design and development of new product/program curriculum; update and maintain existing product/program curriculum. Perform a variety of complex technical analytical assignments and responsibilities. Develop and maintain performance measures associated with the technology based CTE program. Conduct analytical studies and prepare analyses for management use. Use LMS platforms including Canvas and Moodle, use of instructional tools including Smartboards and Zoom.</p>	
25%		<p>Provide training for incarcerated individual participants in the design techniques using third-party libraries. Prepare incarcerated individual participants performance evaluations and timecards. Gather, analyze, and compile data related to the program regarding audit and budget reports which includes statistical and audit summaries as assigned. Maintain the program's database and prepare reports in support of strategic business plan goals. Track progress of the program participants.</p>	
10%		<p>Evaluate incarcerated individual participants performance and recommend appropriate actions. Ensure compliance in information security policies and procedures.</p>	
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