



DUTY STATEMENT

Department of Finance
Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	
UNIT	Learning & Development	POSITION NUMBER	300-141-5157-702
CLASSIFICATION	Staff Services Analyst		

POSITION SUMMARY

Under the supervision of the Staff Services Manager I in the Learning and Development Unit (LDU), the Staff Services Analyst (Trainer) is responsible for assisting in implementing Learning and Development services for the Department of Finance.

The incumbent will work with various subject matter experts (SME's) throughout the Department in coordinating, developing, delivering, and evaluating training programs. The incumbent will design and develop various new in-person and virtual courses within topics such as human resources, leadership, communication, diversity & inclusion, and new employee orientation training.

Furthermore, the incumbent will act as the training coordinator using a Learning Management System (LMS), Cornerstone, to schedule courses, update rosters, conduct marketing campaigns, train and onboard new LDU team members, as needed, and perform other technology functions.

To be effective in this role, the incumbent is required to demonstrate a general knowledge of, or a willingness to learn learning and development principles (i.e.: the ADDIE model), possess knowledge of, or a willingness to learn, how to navigate a Learning Management System, demonstrate exceptional training and presentation skills, exercise good customer service principles, creativity in designing appealing presentations using Microsoft PowerPoint and marketing campaigns.

ESSENTIAL FUNCTIONS

35%	<u>Training Coordination</u> Utilize the LMS to coordinate, schedule, and close out courses, including updating rosters, uploading learning resources, and other administrative duties, as needed. Assist in coordinating curriculum development with vendors. Conduct general administrative functions within Cornerstone, including updating user accounts, troubleshooting account issues, creating, and maintaining course information. Collaborate with L&D team in conducting the training needs assessment. Track mandatory trainings for compliance purposes and proactively alert management of approaching deadlines. Provide excellent customer service to internal and external stakeholders. Coordinate room access and scheduling of training rooms.
35%	<u>Training Design, Development, and Delivery</u> Assist in developing learning objectives, training materials, curriculum and visual aids for training programs, including human resource topics, soft skills training, and the new employee orientation program. Collaborate in developing and delivering training using participant centered training techniques and adult learning principles through a variety of modalities including, eLearning, webinars, tutorials, videos, traditional classroom training etc. Assist and update training programs on an ongoing basis to ensure learning effectiveness with emerging trends and research in subject matter. Prepare customized training and development programs drafts for workgroups that enhance teamwork and effectiveness. Act as co-moderator and co-host for Department-wide

	in-person and virtual events, including new-hire Executive Meet and Greet. Develop creative and innovative marketing campaigns to advertise classes and events, including training announcements using SharePoint and Outlook.
20%	<u>Workforce and Succession Planning</u> Assist team in workforce and succession planning, training needs, and other workgroup sessions. Gather, analyze, and summarize qualitative and quantitative data findings of succession plan efforts. Assist team in workforce development and succession planning initiatives such as department-wide mentorship, emerging leader, and career development programs.
10%	<u>Public Records Act & Conflict of Interest Code Administration</u> Participate in special administrative projects, assist in administering Public Records Act (PRA) request inquiries received by the department using the Relativity software suite, and provide customer service support to Form 700 – Conflict of Interest filers, as needed.

SPECIAL REQUIREMENTS:

Working Conditions/Physical Demands:

- Maintain regular and acceptable attendance levels.
- Adhere to a hybrid work schedule.

KNOWLEDGE, SKILLS, AND ABILITIES:

The incumbent is required to possess the following knowledge:

- Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis.
- Governmental functions and organization.

The incumbent is required to possess the following skills and abilities:

- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
- Develop and evaluate alternatives.
- Analyze data and present ideas and information effectively.
- Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
- Gain and maintain the confidence and cooperation of those contacted during the course of work.

SIGNATURES

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 hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

EMPLOYEE SIGNATURE		DATE	
I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.			
SUPERVISOR NAME	Josh Stewart		
SUPERVISOR SIGNATURE		DATE	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		DATE	
HR ANALYST INITIALS		DATE	



DUTY STATEMENT

Department of Finance
Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	
UNIT	Learning & Development	POSITION NUMBER	300-141-5393-702
CLASSIFICATION	Associate Governmental Program Analyst		

POSITION SUMMARY

Under the direction of the Staff Services Manager I in the Learning and Development Unit (LDU), the Associate Governmental Program Analyst (Trainer) is responsible for assisting in implementing Learning and Development services for the Department of Finance.

The incumbent will work with various subject matter experts (SME's) throughout the Department in coordinating, developing, delivering, and evaluating training programs. The incumbent will design and develop various new in-person and virtual courses within topics such as human resources, leadership, communication, diversity & inclusion, and new employee orientation training.

Furthermore, the incumbent will act as the training coordinator using a Learning Management System (LMS), Cornerstone, to schedule courses, update rosters, conduct marketing campaigns, train and onboard new LDU team members, as needed, and perform other technology functions.

To be effective in this role, the incumbent is required to demonstrate a general knowledge of, or a willingness to learn learning and development principles (i.e.: the ADDIE model), possess knowledge of, or a willingness to learn, how to navigate a Learning Management System, demonstrate exceptional training and presentation skills, exercise good customer service principles, creativity in designing appealing presentations using Microsoft PowerPoint and marketing campaigns.

ESSENTIAL FUNCTIONS

35%	<u>Training Coordination</u> Utilize the LMS to coordinate, schedule, and close out courses, including updating rosters, uploading learning resources, and other administrative duties, as needed. Independently develop and recommend curriculum improvements in coordination with vendors. Collaborate with external and internal vendors to develop curriculum for in-person and online trainings. Conduct general administrative functions within Cornerstone, including updating user accounts, troubleshooting account issues, creating, and maintaining course information. Collaborate with L&D team in conducting the training needs assessment. Track mandatory trainings for compliance purposes and proactively alert management of approaching deadlines. Provide excellent customer service to internal and external stakeholders. Coordinate room access and scheduling of training rooms.
35%	<u>Training Design, Development, and Delivery</u> Develop learning objectives, training materials, curriculum and visual aids for training programs, including human resource topics, soft skills training, and the new employee orientation program. Develop and deliver training using participant centered training techniques and adult learning principles through a variety of modalities including, eLearning, webinars, tutorials, videos, traditional classroom training etc. Analyze and update training programs on an ongoing basis to ensure learning effectiveness with emerging trends and research in subject matter. Develop and deliver customized training and development programs for workgroups that enhance teamwork and

	effectiveness. Act as moderator and host for Department-wide in-person and virtual events, including new-hire Executive Meet and Greets. Develop creative and innovative marketing campaigns to advertise classes and events, including training announcements using SharePoint and Outlook. Train and onboard new staff members on best and past practices.
20%	<u>Workforce and Succession Planning</u> Facilitate workforce and succession planning, training needs, and other workgroup sessions. Gather, analyze, and summarize qualitative and quantitative data findings of succession plan efforts. Drive workforce development and succession planning initiatives such as department-wide mentorship, emerging leader, and career development programs.
10%	<u>Public Records Act & Conflict of Interest Code Administration</u> Participate in special administrative projects, assist in administering Public Records Act (PRA) request inquiries received by the department using the Relativity software suite, and provide customer service support to Form 700 – Conflict of Interest filers, as needed.

SPECIAL REQUIREMENTS:

Working Conditions/Physical Demands:

- Maintain regular and acceptable attendance levels.
- Adhere to a hybrid work schedule.

KNOWLEDGE, SKILLS, AND ABILITIES:

The incumbent is required to possess the following knowledge:

- Familiarity with general adult learning principles.
- Effective verbal, presentation, and writing communication skills.
- Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Office administrative policies, standards, procedures, and Finance's core values.
- Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis.
- Government functions and organization.
- Methods and techniques of effective conference leadership.

The incumbent is required to possess the following skills and abilities:

- Develop and deliver engaging training modules using a variety of technology tools.
- Convey complex information into laymen's terms in a manner that is clear and engaging.
- Present trainings and other presentations to in-person and virtual audiences.
- Verbally summarize a variety of facts, data, and recommendations to effectively communicate to all levels of staff, management, and clients.
- Organize and prepare written products that are clear, concise, grammatically correct and convey relevant information.
- Manage time and prioritize multiple work activities to meet assignment deadlines.
- Work both in a team environment and individually.
- Adapt to changing assignments or situations as required.
- Maintain confidentiality of information.
- Establish and maintain cooperative and positive work relationships.
- Emulate, promote, and support Finance's mission, and comply with office policies and procedures and Finance's core values.
- Update supervisor in a timely manner, of assignment progress or issues.
- Demonstrate adaptability, flexibility, and openness to changes in shifting work priorities.
- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
- Develop and evaluate alternatives.
- Analyze data and present ideas and information effectively both orally and in writing.
- Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
- Gain and maintain the confidence and cooperation of those contacted during the course of work.
- Coordinate the work of others, act as a team or conference leader.
- Appear before legislative and other committees.

SIGNATURES

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 hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

EMPLOYEE SIGNATURE

DATE

I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

SUPERVISOR NAME

Josh Stewart

SUPERVISOR SIGNATURE

DATE

**PROGRAM BUDGET MANAGER
(PBM) NAME**

PBM SIGNATURE

DATE

HR ANALYST INITIALS

DATE