

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Senior Apprenticeship Consultant		WORKING TITLE Sr. Apprenticeship Consultant		
PROGRAM NAME Division of Apprenticeship Standards			UNIT NAME Program Quality and Review Unit	
ASSIGNED SPECIFIC LOCATION 1750 Howe Ave, Ste 350 Sacramento CA 95825			POSITION NUMBER 400 – 705-9488-324	
BARGAINING UNIT S01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under general direction of the Program Quality Staff Services Manager II, the Senior Apprenticeship Consultant (PQR Senior Consultant) for the Program Quality and Review (PQR) Unit is a first level, working supervisor responsible for the proper adherence to and maintenance of current operations, oversight of the implementation of new initiatives/procedures affecting the work of the unit, and the supervision of the Apprenticeship Consultants (PQR Consultant) and Analysts II (PQR Analyst) within the unit.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
45%	Manage the work of a team of Apprenticeship Consultants (PQR Consultant) and Analysts II (PQR Analyst) responsible for the evaluation of Program Standards (contracts) submitted by DAS staff to assess the type of submission (Apprenticeship, On-the-Job Training, Journey-person Upgrade and Pre-apprenticeship, building and construction, firefighter, or all other occupations, new or revised Standards , determine if staff used the correct documents, and if CA Labor Code, the CA Code of Regulations, and DAS internal policies and procedures were adhered to. Ensure PQR Consultants and PQR Analysts II work product meets the American Disabilities Act (ADA)/DIR accessibility requirements when finalizing Program Standards submitted by DAS staff for posting to the DAS website for a public comment period as required by the CA Labor Code, and that posting and public notice of Program Standards are properly conducted in order to avoid non-compliance and potential legal action. Ensure proper maintenance of the Unit related portions of the DAS Operations Manual, Program Standards templates, and related training materials (internal unit and staff) and the development and delivery of quality training to DAS staff. Enforce proper handling of all unit documents, including those of a sensitive or restricted nature, by ensuring they are filed electronically and/or physically in secure computer programs or designated locations. Ensure integrity of the Unit related data in the California Apprenticeship System (CAS) database. Conduct final approval of California Apprenticeship System (CAS) database operations performed by PQR Consultants and PQR Analysts II.

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30%	Participate in the rule-making processes (California Code of Regulations) related to Program Standards, public posting, and related processes. Lead the implementation of new or revised laws, regulations and policies affecting DAS. Collaborate with the Program Quality Staff Services Manager II, DAS Registration & Training (Training) Unit, and DIR/IT to develop and implement data procedures, required modifications/corrections to the California Apprenticeship System (CAS) database, and staff training as required. Review PQR Unit processes to ensure staff are utilizing current laws. Assist in the planning and creation of a future Standards Public Library and dashboard. Oversee the maintenance of Library and dashboard, as serviced by the PQR Consultants and PQR Analysts II. Liaison between PQR and DAS Headquarters. Attend and participate in meetings with DAS staff, managers or Leadership as requested to provide clarity on CA Labor Code, the CA Code of Regulations, and DAS internal policies and procedures - specifically regarding documentation of Apprenticeship, On-the-Job Training, Journey-person Upgrade, and Pre-apprenticeship program Standards or Applications (contracts) in all forms or programs or revision types (new, revision to existing Standards and what type of revision). Assist with or oversee the gathering Program Standards and related documents for Public Records Act (PRA) requests.
20%	Assess Unit workload, capacity, and needs. Adjust work assignments and update position duty statements as needed. Recruit and hire staff. Conduct formal probationary and informal on-going evaluations and provide feedback to Unit staff on job performance. Provide, arrange or direct staff to on-the-job training. Effectively communicate with all DAS field offices, staff and management, covering all forms of apprenticeship, On-the-Job Training, Journey-person Upgrade, and Pre-apprenticeship programs. Emulate and encourage collaboration within Unit, all DAS staff, DAS management, other State and Federal agencies and all forms of "customers". Responsible for other business services-related activities for DAS such as budgeting, facilities, asset management, etc. May be assigned to special task forces special projects as directed by DAS Chief, Deputy Chief. Act as Headquarters oversight, including but not limited to assistance on special work teams, reviewing and evaluating, and making recommendations to management on revisions to procedures and policies related to operations with other DAS units. Act as a backup for other DAS personnel.
Percentage of Time Spent	Marginal Job Functions
5%	Responsible for other business services-related activities for DAS such as budgeting, facilities, asset management, etc. May be assigned to special task forces special projects as directed by DAS Chief, Deputy Chief. Act as Headquarters oversight, including but not limited to assistance on special work teams, reviewing and evaluating, and making recommendations to management on revisions to procedures and policies related to operations with other DAS units. Act as a backup for other DAS personnel.

Conduct, Attendance, and Performance Expectations

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The Program Quality and Review Senior Consultant must maintain acceptable, consistent, and regular attendance; communicate effectively, 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 departmental policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours the division determines are necessary or desirable to meet its business needs.

This position may require some local and intrastate travel; the travel may require overnight stays, weekends, and the willingness to work flexible hours that are necessary to meet the business needs of the division.

Supervision Received

The Program Quality and Review Senior Consultant reports directly to and receives the majority of assignments from the Program Quality Staff Services Manager II. Additional directions and/or assignments may come from the Staff Services Manager III, Area Administrator, Assistant Deputy Chief, Deputy Chief, or the Chief of the Division.

Supervision Exercised

The Program Quality and Review Senior Consultant directly supervise a group of Apprenticeship Consultants, Analysts II, and Analysts I.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The Program Quality and Review Senior Consultant works in an air-conditioned, multiple floor office building with elevator access and natural and artificial lighting, in a cubicle or an enclosed office or meeting space in close proximity to others. The majority of the time will be spent in the DAS Sacramento office; however, working out of the home may be permitted or required based on current CA State or departmental policy or pre-approved circumstances if provided with proper office equipment. Typical office tools include a computer, printer/copy/scan/fax machines, stapler, hole punch, filing; being in a stationary position for long periods of time; typical office/vehicle noise and/or vibration; may encounter inclement weather.

Special Requirements/Other Information

The Program Quality and Review Senior Consultant may be expected to be on a flexible work schedule to allow for early morning or late-night meetings, and to be available for their direct reporting staff during business hours.

Physical Abilities

The ability to use a computer, telephone, and other office equipment such as copiers and scanners is necessary. Ability to move and transport office items safely. Requires frequent use of a computer and cell phone and tolerates typical office/vehicle noise and/or vibration. Being in a stationary position for long periods of time.

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Additional Requirements/Expectations

The incumbent is expected to communicate effectively with team members and program leaders and to foster a culture that supports the mission and vision of the Division of Apprenticeship Standards (DAS).

Personal Contacts

The incumbent will occasionally interact with the public, program sponsors, employers, and other governmental agencies, and routinely with all levels of the departmental staff and program leaders as it relates to the business and administrative needs of the division.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

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

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date