



Duty Statement

Classification: **Supervisor I**

Position Number: **275-330-4800-019**

HCM#: **2536**

Branch/Section: **Human Resources Division, Enterprise Learning & Development Section**

Location: **Sacramento, CA**

Working Title: **Team Leader, Enterprise Learning & Development**

Effective Date: **January 1, 2026**

Collective Bargaining Identifier (CBID): **S01**

Supervision Exercised: ☒ **Yes** ☐ **No**

Telework: ☒ **Office-Centered** ☐ **Remote-Centered** ☐ **Not Eligible**

Under delegation from the California Department of Human Resources (CalHR), the State Personnel Board (SPB), and the State Controller's Office (SCO) the Human Resources Division (HRSD) is responsible for the classification, progressive discipline, recruitment and selection, personnel transactions, workers' compensation, employee relations, and reasonable accommodation functions.

Under the general direction of the Supervisor II of Enterprise Learning & Technology Section, Human Resources Division (HRSD), the Supervisor I plans, organizes, and leads the Enterprise Learning & Development (ELD) Unit. The position provides supervision, guidance, and support to professional training team members, ensuring the development, delivery, and evaluation of CalPERS training programs. Responsibilities include overseeing course design, delivery, and maintenance of internal training programs, as well as coordinating all ELD internal and external training activities. The Supervisor I serves as a working supervisor within the Human Resources Division, supporting CalPERS' strategic goals through effective training and development initiatives.

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS, and supervision of work. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

- 45% Onsite¹ and virtually, supervises and guides team members by assigning tasks, reviewing work products, and providing feedback to ensure development, delivery, and evaluation of CalPERS centralized training functions, including planning, updating course content, securing resources, and marketing learning activities; ensuring course content and materials are updated and accurate; securing and confirming internal and external training resources and facilities; and marketing and other elements required for successful delivery of a variety of

learning activities. Coaches and trains ELD Unit team members by conducting regular skill development sessions, providing constructive feedback, and monitoring progress to ensure alignment with CalPERS training standards.

Onsite and virtually, surveys CalPERS ongoing training needs using approved needs analysis methodologies and tools, and summarize findings in written reports to leadership for program planning. Integrates team member development projects with CalPERS Strategic Plan and Business Plan goals by mapping project objectives to strategic priorities and documenting alignment in project plans submitted to leadership team for review. Provides consultation services to team leaders, and team members by offering recommendations, preparing written summaries of best practices, and documenting training policy advice for inclusion in program evaluations.

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| 30% | Onsite and virtually, serves as project manager or project lead for organization-wide continuous improvement and business plan initiative (BPI) projects by coordinating project meetings with leadership team members and vendors, developing and administering project plans, tracking progress, managing deliverables, and reporting status, outcomes, and issues to the section leader and project sponsor. Collaborates with Human Resources Division team members and team leaders by sharing training resources, coordinating schedules, and documenting contributions in initiative report submitted to the leadership team. |
| 10% | Onsite and virtually, oversees the development and maintenance of applicable training policies and procedures by reviewing drafts, coordinating stakeholder input, and finalizing documents for implementation and distribution. Participates in the development and management of the annual Enterprise Learning budget by tracking expenses, projecting future quarterly costs, and preparing budget reports for review by senior leadership. Monitors expenses, and projects future quarterly expenses. Partners with division leadership to develop, manage, monitor, and administer all training contracts by reviewing contract terms, tracking deliverables, and preparing periodic training-related reports and statistical summaries for leadership review. Provides periodic training-related reports and statistical information to the leadership team for business metrics and strategic planning. |
| 10% | Onsite and virtually, coordinates the development and/or periodic review of ELD operational procedures by gathering input from team members, drafting documentation, and updating procedures to support effective knowledge transfer. Assists in the development and maintenance of training policies and procedures by providing feedback and supporting implementation. |
| 5% | Performs other duties as assigned and appropriate for this classification. |

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).

- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature:_____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature:_____ **Date:**