State of California
Department of
Industrial Relations

DUTY STATEMENT

☒ **CURRENT**

☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Apprenticeship Consultant	Field Consultant

PROGRAM NAME	UNIT NAME
Division of Apprenticeship Standards	Legacy - Bay Area

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
1515 Clay Street, Ste 1902, Oakland, CA 94612	400 – 709-9485-279

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	2	No	Yes	No

General Statement

Under direction from the Senior Apprenticeship Consultant within the Division of Apprenticeship Standards (DAS), the Apprenticeship Consultant is responsible for providing technical assistance, guidance and support to apprenticeship and on-the-job training programs while serving as a source of information to workers, employers, their representatives, and the general public regarding Apprenticeship, Pre-Apprenticeship and On-The-job training programs. Duties include, but not limited to the following: Develop and consult with Apprenticeship and "On-The-Job" training programs, provide guidance on compliance with state and federal apprenticeship laws and regulations, conduct program reviews, attend apprenticeship program meetings, public meetings, job fairs and outreach events.

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

Percentage of Time Spent	Duties **Essential Job Functions**
40%	Consult and advise employers, employer groups, community-based organizations, union and non-union organizations using best practices in the oversight of existing registered apprenticeship programs. Provide guidance and recommendations to local, regional and statewide joint-employer-employee apprenticeship and training committees to ensure programs operate efficiently and in accordance with apprenticeship laws, statutes, policies and regulations. Assist employer's, employer groups, employees', community-based organizations, union and non-union organizations in the development, registration and operation of apprenticeship, pre-apprenticeship and/or On-The-Job training programs while providing and using best practices for operational efficiency.
30%	Attend apprenticeship program committee meetings and other intermediator meetings to serve as an advisor in best practices for matters related to program operations, procedures, and disciplinary actions. Attend or conduct informational meetings for stakeholders using interpersonal contact, conference calls or video conferencing. As directed, following the DAS procedures manual, conduct formal and informal apprenticeship program reviews and compliance reviews while providing corrective action guidance. Process and maintain data in various electronic systems such as the California Apprenticeship System (CAS) database, SharePoint and other electronic database systems used by the State of California

	and DAS.
25%	Consult and advise new stakeholders and intermediaries in the development processes of state registered apprenticeship program standards. Promote equal employment opportunities in apprenticeship and on-the-job training programs while participating in outreach events at industry trades shows, community-based organizations, Schools and Community Colleges including women organizations and groups, able disabled, veteran groups, under-served populations and other external stakeholders. Develop and deliver various digital presentations to committee members, stakeholders and intermediaries on matters related to apprenticeship using standard Microsoft office programs. Contribute as a lead person to provide knowledge transfer of systems to internal staff by sharing experience and procedures relevant to registered apprenticeship. When tasked, using a scoring sheet, review and score grant applications for apprenticeship, pre-apprenticeship and/or on-the-job training programs.
Percentage of Time Spent	**Marginal Job Functions**
5%	Perform other duties such as assisting with office walk-ins, phone and email inquiries from the public on matters related to apprenticeship and pre-apprenticeship. Review, update, and revise Apprenticeship Information Guides. As needed, prepare correspondence. Represent DAS at assigned functions or meetings.

Conduct, Attendance, and Performance Expectations

This position requires some local and intrastate travel. Some travel destinations may require overnight stays. Must be willing to work flexible hours that are necessary to meet the business needs of the division.

This position requires the Apprenticeship Consultant to maintain regular attendance as determined by the position and is at the Department's sole discretion. Must be able to communicate effectively, both orally and in writing, in dealing with the public and/or other employees. The Apprenticeship Consultant develops and maintains knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment. Must complete assignments in a timely and efficient manner while adhering to departmental policies and procedures regarding attendance, leave, and conduct.

Supervision Received

The Apprenticeship Consultant reports directly to and receives the majority of assignments from the Senior Apprenticeship Consultant. However, direction and assignments may come from the Area Administrator, Manager II, the Deputy Chief or Chief of the Division.

Supervision Exercised

None

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

Work Environment

The Apprenticeship Consultant works 40 hours per week part time in an office setting, part time traveling in transient, and part time working from a home office in accordance with State Telework policy. Indoor cubicle office environment for several hours a day. Involves being in a stationary position most of the time. The Apprenticeship Consultant will work remotely at community business partners locations.

Special Requirements/Other Information

N/A

Physical Abilities

The Apprenticeship Consultant will use a computer, telephone, and other office equipment such as copiers and scanners are necessary. The Apprenticeship Consultant will move and transport office items in a safe matter. Requires frequent use of a computer and cell phone and tolerate typical office/vehicle noise and/ or vibrations.

Additional Requirements/Expectations

Detailed-oriented, efficient and organized
Excellent written and verbal skills
Demonstrate tact, impartiality and flexibility
Frequent in-state travel required (daily/weekly), occasional flights and overnight stays

The Apprenticeship Consultant must be able to establish and maintain cooperative working relationships with staff at all levels, both within and outside of Department of Industrial Relations to complete work assignments related to case management.

The position requires local and regional travel in addition to early start and/or late-night meetings. There is occasional travel to attend committee meetings and outreach events.

Personal Contacts

There is daily contact with staff within the Division of Apprenticeship Standards as well as frequent contact with program committee members and other members of the public when traveling or during outreach events.

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