STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current ☐ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31339	Facilities Management Division	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
HQ, Training Unit	707 3rd Street, 3rd Floor, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Analyst III	308-100-5402-XXX	R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday - Friday; 8:00am - 5:00pm	P	
WORKING TITLE	TIMEBASE	
Learning and Development Specialist	FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☑ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the general direction of the Supervisor I, the Analyst III in the Facilities Management Division (FMD), Training Unit, serves as the lead training analyst and subject matter expert architecting comprehensive training strategies for FMD employees, designs, develops, and delivers advanced training plans, coordinates the delivery of external training services, and leads the creation and enhancement of new course curricula. Oversees the deployment of high impact training using modern instructional design methodologies and eLearning authoring software, ensuring high quality digital learning experiences. Leverages and administers the Learning Management System (LMS) to plan, deliver, track, and evaluate division wide training initiatives, applying expert level analytical judgment and independently managing complex, sensitive, and high visibility training operations with organizational and statewide implications.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Serves as the lead analyst and subject-matter expert directing and sustaining FMD training programs for division staff, designs, develops, and delivers advanced lesson plans and technical materials utilizing PowerPoint, eLearning authoring software, and visual job aides to provide high-impact learning and development opportunities, establishes and defines division- wide training objectives and collaborates with the DGS Learning Management System (Pathways) to ensure FMD employees are appropriately assigned, engaged, and completing required FMD related training.

PERCENTAGE	DESCRIPTION
	Independently oversees and administers complex high-impact project management practices are utilized throughout all job tasks to ensure consistency, statewide compliance, and organizational excellence.
25%	Independently designs, develops, and implements effective learning programs for FMD employees by applying participant-centered training techniques and adult learning principles to create, refine, and update training courses and supporting materials. Lead complex and sensitive training initiatives by employing a full range of instructional modalities, including classroom instruction, webinars, on-demand eLearning, and video-based learning tutorials using advanced eLearning authoring software, digital content development tools, and Microsoft Office products to ensure FMD is current with emerging learning trends while delivering training sessions to FMD employees. Collaborates with Subject Matter Experts to verify alignment with mandatory training requirements and ensure FMD employees are in compliance across all applicable learning programs.
15%	Independently researches, analyzes, and initiates training service contracts for review, approval, and execution for FMD Trades/Custodian/Supervisor training programs by consulting with program staff to determine their needs and identifying qualified external providers. Leads complex and sensitive contract activities by meeting with vendors to design and deliver training programs, developing scopes of work, preparing justifications, required documents, and initiating, processing, amending, and renewing contracts and scopes of work. Manages and conducts the full range of contract requisition activities to ensure timely submission of complete packages; determines training budgets and schedules; and coordinates trainings logistics with external training vendors (e.g., California Department of Human Resources and various trades training vendors), using procurement tools such as purchase orders, contracts, and inter-agency agreements, performs these responsibilities with division- wide implications, ensuring contracted training services fully meet FMD's specific operational needs, align, and are compliant with departmental, state, and federal standards.
15%	Provides specialized, high level consultative services to all FMD employees by responding to training inquiries from staff and management, applying advanced analytical judgment and a thorough understanding of DGS training policies and FMD initiatives. Utilizes professional expertise to support skilled and technical employees by developing contracts with third party training providers and offering complex and sensitive guidance on developmental and training opportunities for FMD employees using available DGS training options and works with DGS University, and other program areas to procure and fund trainings requests. Exercises independent discretion in coordinating procurement activities for services and materials and provides sensitive, division wide consultative support on process improvements and FMD organizational efficiencies, consistent with advanced journey analytical work requiring specialized knowledge of program intricacies.
5%	Independently processes training registrations and validates attendance by maintaining electronic records of trainings in DGS Pathways, applying advanced analytical judgment to ensure employee training compliance. Reviews and monitors the Training Compliance Dashboard and coordinates with supervisors on mandatory training requirements, exercising discretion in addressing compliance issues that may involve complex or sensitive circumstances. Coordinates and assists with training room and equipment reservations for FMD employees and participates in DGSU's training coordinator meetings to obtain and communicate department wide training information to ensure operational consistency and alignment with departmental training expectations.

PERCENTAGE	DESCRIPTION
5%	Independently develops and updates internal FMD training procedures and manuals for management and staff, applying advanced analytical expertise to ensure the training infrastructure reflects evolving program intricacies and departmental expectations. Supports onboarding activities by providing specialized assistance and troubleshooting to facilitate employee access to required training, ensuring alignment with complex compliance standards and division and department-wide operational consistency.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Act as the supervisor's designee in representing the FMD Training Unit at DGS meetings, providing sensitive consultative support on training related matters requiring professional judgment. Oversees the FMD training unit inbox and acts as webmaster for the FMD Intranet Training page, applying specialized knowledge to ensure the accuracy, relevance, and departmental alignment of training information disseminated division wide.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☑ Travel (Specify the percentage in the travel box below)

Travel 15 % of the time to various locations and may include overnight travel by various methods of transportation.

Work may require travel as needed.
May be required to work occasional evenings.
Professional office environment.
Requires daily use of personal computer and a variety of office software applications.
Requires ability to effectively handle stress and meet deadlines.
Communications skills, both oral and written.
Maintain regular attendance during core business hours.
Focus attention on details and follow work procedures.

DESIRABLE QUALIFICATIONS

☐ Current
☐ Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED