State of California
Department of
Industrial Relations

DUTY STATEMENT

☒ **CURRENT**

☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Apprenticeship Consultant	Program, Quality & Review Consultant

PROGRAM NAME	UNIT NAME
Division of Apprenticeship Standards	Program Quality and Review

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
1750 Howe Ave, Ste 350 Sacramento CA 95825	400 – 703-9485-259

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

General Statement

Under general direction of the Program, Quality and Review (PQ&R) Senior Apprenticeship Consultant, the Apprenticeship Consultant supports the DAS staff in the program application process for Apprenticeship, On-the-Job Training, Journey person Upgrade and Pre-Apprenticeship Programs, by reviewing applications and training DAS staff on the application processes.

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

Percentage of Time Spent	Duties **Essential Job Functions**
45%	Evaluate Program Standards (contracts) submitted by DAS staff to assess the type of program (Apprenticeship, On-the-Job Training, Journey-person Upgrade and Pre-apprenticeship, traditional, non-traditional, new, revision to existing Standards and what type of revision). Determine if the correct Program Standards documents are used for the type of program requested and that all required documents have been submitted. Verify that Program Standards meet DAS CA Labor Code and CA Code of Regulations requirements. Facilitate completion of the application process by using the CA Labor Code and the CA Code of Regulations to advise and instruct the DAS staff on the DAS policy, Program Standards processes and include any edits of the Program Standards and or CAS entry. Audit California Apprenticeship System (CAS) database entry of Program Standards completed by DAS Staff to confirm correct system information. Utilize unit approved document control procedures to confirm that the most current version of submitted Program Standards submitted by staff are reviewed, evaluated, and processed.
25%	Collaborate with the PQ&R Senior Apprenticeship Consultant and the DAS Training, Operations, Procedures & Projects (TOPP) unit in developing and delivering quality training to DAS staff on the Program Standards templates. Review DAS policies and processes, CA apprenticeship laws, regulations, legislation, to facilitate proper use of Program Standards templates, implementation of processes and onboarding of DAS staff.

15%	Finalize Program Standards submitted by DAS staff to meet the American Disabilities Act (ADA)/DIR accessibility requirements and post to the DAS website for a public comment period required by CA Labor Code. Properly post, and give public notice of, Program Standards in order to avoid non-compliance and potential legal action. Monitor all stages of the review/approval progress of Program Standards submitted by DAS staff, in restricted access excel file, including any communications with staff, to provide a detailed record for reports to DAS Management. Manage the application approval/denial process, by utilizing established protocols, to obtain final determination from DAS Management, or Chief, at the completion of the public comment period, to confirm proper processing of Program Standards applications.
10%	Ensure that the Program Standards are filed electronically and/or physically in secure computer programs or designated locations upon the completion of the Program Standard application process. Assist DAS Management with the reviewing and scoring grant proposals for apprenticeship and/or pre-apprenticeship programs, using provided parameters, to determine qualifications of potential awardees, as assigned. Provide assistance, at the request of and instructed by special work teams to complete projects/initiatives. Participate and represent the PQ&R in interdepartmental meetings as directed.
Percentage of Time Spent	**Marginal Job Functions**
5%	Perform other related duties as assigned.

Conduct, Attendance, and Performance Expectations

The Apprenticeship 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 skill 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 Department 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 Apprenticeship Consultant, under general direction, receives the majority of assignments from the Program, Quality & Review Senior Apprenticeship Consultant. Additional direction and/or assignments may come from Managers I/II, the Deputy Chief, Assistance 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 in an office setting. Air conditioned, multiple floor building with elevator access, cubicle with natural and artificial lighting. Majority of time will be in the DAS Headquarters or other locations throughout California as needed, may be required to work out of home if provided with proper office equipment; Being in a stationary position for long periods of time; may encounter inclement weather.

Special Requirements/Other Information

Regularly attend and advise at meetings and outreach events; work remotely at home; collaborate with staff statewide to complete work assignments. Occasional travel required. Flexible Schedule: May require early start and/or late-night meetings, infrequent overnight stays.

Physical Abilities

The ability to use a computer, telephone, and other office equipment such as copiers and scanners are necessary. Ability to move and transport office items in a safe matter. Requires frequent use of a computer and cell phone.

Additional Requirements/Expectations

The Apprenticeship Consultant 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 Apprenticeship Consultant will routinely interact with the public, program sponsors, employers, other governmental agencies, and 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