Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Supervisor I	Training and Program Development Unit Manager
NAME OF INCUMBENT:	POSITION NUMBER:
	280-227-4800
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Training and Program Development Unit #1 or #2	*Click here to enter text.*
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Command Center, ARU 227	Supervisor II
BRANCH:	REVISION DATE:
Disability Insurance	1/29/2026

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☒ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

Minimal travel, 0-5 times per year for training.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under the general direction of the Supervisor II, the employee performs a variety of duties, including managing and providing leadership for the Training and Program Development Unit (TPDU) by supervising and motivating staff, as well as directing and overseeing work assignments. TPDU is responsible for developing new-hire training for field office staff, creating and managing refresher trainings, creating program-related trainings informed by audit results and performance metrics, creating technical and skill-based trainings for DI Branch staff, maintaining and updating training materials, and delivering trainings to staff.

The incumbent ensures that all trainings are consistent with Employment Development Department (EDD) and Disability Insurance (DI) Branch goals and objectives. The employee participates in hiring staff, completes probation reports and development plans for staff, and coaches' staff to develop skills necessary to be successful in their job and meet their careers goals.

Civil Service Classification
Supervisor I

Position Number
280-227-4800

Percentage of Duties	Essential Functions
25%	Directly supervise unit staff. Prioritize and delegate assignments that are appropriate to staff classification and skills. Motivate, coach, and prepare staff for skill development, successful completion of assignments, and attainment of career goals. Provide leadership in creating a quality environment, which includes the participation of staff in the planning and improvement of work processes and tools.
20%	Complete personnel and staff development evaluation reports and ensure each staff member has a training plan with goals and objectives. Ensure that appropriate, timely personnel action is taken, when necessary, and conforms to state administrative procedures and standards. Ensure products and decisions are based on input and data from all the appropriate stakeholders and are consistent with Employment Development Department (EDD) and Disability Insurance (DI) Branch goals and objectives.
15%	Work collaboratively with DI Branch Central Office (CO), Command Center (CCD) and Field Office (FO) staff and managers, EDAs, and Division Chiefs to ensure successful implementation of program policy through training delivery and to ensure the DI Branch training needs are continuously assessed and met.
10%	Oversee the evaluation and development of DI Branch training materials; oversee the analysis of training needs in CO, CC and FO to develop a training curriculum; oversee the scheduling of appropriate training courses; observe and evaluate trainer presentations for effectiveness. Assist DI managers in developing and fostering employee skills and career goals.
10%	Provide regular updates to the Senior and Executive Leadership Teams, as well as all levels of management on projects, major assignments, and important issues. Brief stakeholders on any highly sensitive issue or situation immediately. Attend DI Branch and Departmental meetings prepared to participate and share information. Briefs relevant points of contact on critical issues ahead of meetings.
5%	Establish and maintain a feedback system that gathers information from participants at training classes and after the return to the work site to assess the effectiveness of the material presented.
5%	Perform administrative duties, including budget planning and tracking, interviewing and hiring of new employees.
5%	Make and lead presentations and represent the Division in meetings with other EDD entities, representatives of the Director's Office, DI management, and staff of other state departments, program partners, and stakeholders.
Percentage of Duties	**Marginal Functions**
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%

Civil Service Classification
Supervisor I

Position Number
280-227-4800

Walking: Occasionally - activity occurs < 33%	Temperature:Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: *Click here to enter text.*	

Type of Environment:
☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☒ Other**:** Telework

Interaction with Customers:
☐ Required to work in the lobby ☐ Required to work at a public counter
☒ Required to assist customers on the phone ☒ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

Directly- 7 Analyst IIs or 7 Analyst Is

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	AF	11/18/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)

- Provide a copy to the employee
- File original in the supervisor’s drop file