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	
31467	Office of Training and Administrative Standards	
UNIT NAME DGS University	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Analyst II	POSITION NUMBER 306-097-5393-701	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☐ 12 Months ☑ N/A	WORK WEEK GROUP WWG2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday (8:00 a.m. - 5:00 p.m.)	TENURE Limited Term	
WORKING TITLE Training Officer	TIMEBASE Full Time	
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 direction of the Supervisor II, in the DGS University, within the Office of Training and Administrative Standards (OTAS), the Analyst II supports training for DGS employees by developing training plans, coordinating the delivery of external training services, contributing to new course curriculum, delivering training, and utilizing learning management system (LMS) software to plan, deliver, and track DGS training initiatives.

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
35%	Implements effective learning programs for DGS employees by applying participant-centered training techniques and adult learning principles using instructional design principles to create and update training courses and supporting materials. Be able to utilize a variety of modalities, including but not limited to: classroom; webinar; on-demand elearning; and video tutorials, utilizing a variety of eLearning authoring software and Microsoft Office products, to ensure DGSU is current with emerging learning trends and department policies, and facilitating training sessions to provide high-quality learning opportunities for DGS employees.
35%	Administers the DGS learning management system (Cornerstone OnDemand) for all DGS employee users and contracted instructors by resolving system issues and user-reported problems, managing the addition, update, and discontinuance of courses offered, overseeing the establishment and maintenance of organizational training plans, and utilizing the system to create and generate

PERCENTAGE	DESCRIPTION
	management reports in order to support all aspects of DGS University training programs, to ensure that DGS achieves maximum value from the learning management system.
15%	Works closely with DGS Training Coordinators across all assigned regions to support their training operations. Provides ongoing assistance with marketing initiatives, helping develop and distribute communications that promote training opportunities and increase program visibility. Responds to compliance-related inquiries. Leads the planning, facilitation, and logistics for quarterly Training Coordinator forums. This includes developing agendas, coordinating presenters, preparing materials, and fostering an environment that encourages information sharing, collaboration, and continuous improvement across the Training Coordinator network.
10%	Provides consultative services to and collaborates with DGS' internal customers by creating and updating training polices, processes, procedures and manuals and participating in departmental cross-functional teams in order to identify training development needs, goals, and objectives and provide guidance to DGS staff utilizing virtual meeting tools to ensure the training goals and objectives of DGS programs are satisfied.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Supports logistical aspects of executing DGSU training programs, such as creating communications about programs and courses, coordinating activities related to securing and utilizing space for in person courses, obtaining equipment and materials needed for courses, and responding to inquiries about training programs, courses, tools, processes, and policies, in order to maintain transparency and communications, to ensure DGSU uses resources and tools within the guidelines of the department, state and federal standards.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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

Work involves remaining stationary at work station for extended periods of time. Occasional travel and overtime may be required. Assignments are performed either independently, as a lead, or in a team environments.

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