

JOB OPPORTUNITY

OFFICE OF LEGISLATIVE COUNSEL



PROFESSIONAL DEVELOPMENT ANALYST STAFF SERVICES ANALYST (SSA) PROFESSIONAL DEVELOPMENT OFFICE (PDO)

JOB LOCATION: **SACRAMENTO, CALIFORNIA**
FINAL FILING DATE: **SEPTEMBER 7, 2018**

SALARY: **\$3,280-\$5,334**
PERMANENT FULL-TIME

Our Agency

The Office of Legislative Counsel (OLC) is a small civil service department whose mission is to provide legal services and information technology support services to the State Legislature. The State of California provides excellent health benefits and retirement options, sick leave and vacation accrual, and paid state holidays. This position is located in the heart of downtown Sacramento. OLC employees are excluded from collective bargaining and, therefore, receive enhanced benefits and do not contribute fair share.

Your Role

The Professional Development Office (PDO) is searching for a motivated, skilled, and challenge-seeking individual who enjoys conducting training, and is interested in working with an exciting team of professionals in a fast-paced environment. Under the direct supervision of the Training Officer II, the incumbent will be responsible for independently performing the full range of analytical training-related tasks within a small collaborative team responsible for providing professional development services to the legal, information technology, and administrative branches of the OLC, while demonstrating the OLC's values, and consistently exercising a high degree of initiative, independence, and originality. Business hours are 8:00 am to 5:00 pm, Monday through Friday, and the incumbent's schedule may be adjusted, and is contingent upon business needs.

Your Expertise

- Knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services (budgeting, personnel, and management analysis), and governmental functions and organization to provide a foundation for analytical training-related work
- Ability to reason logically and creatively, and utilize a variety of analytical techniques to resolve complex training-related problems
- Ability to develop and evaluate alternatives
- Ability to analyze data and present ideas and information effectively
- Ability to consult with and advise interested parties on a wide variety of training-related subject-matter areas
- Ability to gain and maintain the confidence and cooperation of those contacted during the course of work
- Ability to communicate effectively, both verbally and in writing, as appropriate for the needs of the audience
- Ability to interpret customer requests to meet service needs and resolve problems
- Ability to work with staff at all levels
- Ability to proficiently use computers and training-related software

Your Responsibilities

- Research and analyze the most cost effective methods of providing training to OLC staff
- Develop, plan and implement course curriculums designed to offer timely, relevant, and quality training courses to all OLC employees
- Train all OLC staff on an array of different soft skill subjects (communication, emotional intelligence, attention management, etc.) while supporting the vision, mission and values of the organization
- Create, develop, and implement advertising and marketing schemes for OLC sponsored classes and activities
- Consult and confer with supervisors and managers on employee training needs
- Assist in preparing and implementing training needs analyses, surveys, and evaluations
- Collaborate with management, vendors, contract administrators and staff to negotiate terms in contracts for on-site and off-site training to ensure all training and cost elements are accurate and competitive
- Prepare recommendation reports, letters, and e-mails
- Administer and maintain the professional development website and learning management system for relevancy, and to ensure all courses and resources are current and meeting the professional development needs of all OLC employees
- Create content, forecast training needs, and develop schedules while providing back-up assistance to PDO support staff

Desirable Qualifications

Possess strong oral presentation and written communication skills. Experience with curriculum development and conducting training. General knowledge of the Legislative process and/or business environment, and the Office of Legislative Counsel's mission, vision, and values. Ability to work well under pressure and flexibility to handle variable assignments. Ability to work cooperatively with others and contribute to a positive work environment. Ability to establish and maintain effective interpersonal relationships. Ability to use good judgement and tact, and effectively provide and receive feedback. Self-motivated and willingness to step up and take on additional responsibilities in other areas as needed.

WHO MAY APPLY

Individuals who are eligible for a list appointment, lateral transfer, or on a Re-employment List, SROA List, or employed with a Surplus Department/Agency. Please specify on your application the basis for your appointment eligibility. **It is your responsibility to make sure that you meet the minimum qualifications listed in this bulletin. Your signature on your application indicates that you have read, understood, and possess the minimum qualifications required.** Applications will be screened and only the most qualified individuals will be contacted for an interview. Second interviews will consist of a 20-minute presentation to showcase the individual's ability to present content and engage participants. This recruitment may be used within the next 120 days to fill other vacancies in this classification, where job-related knowledge, skills, abilities and behaviors are the same or substantially similar to this advertised position.

HOW TO APPLY

Submit a standard state application (STD. 673) and resume which demonstrates that you meet the Minimum Qualifications in the bulletin to the attention of **Office of Legislative Counsel Human Resources Office, 925 L Street, Suite 900, Sacramento, CA 95814.** Application packages must be received in the Human Resources Office by **5:00 pm, Friday, September 7, 2018,** or be postmarked by this date. **Incomplete packages that do not contain an application and resume will not be considered.** Questions regarding the position may be directed to Andrew Bruch at (916) 341-8207. Questions regarding the application process may be directed to the Human Resources Office at (916) 341-8330.

SELECTION INFORMATION: The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

OTHER RELATED INFORMATION: The Office of Legislative Counsel reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Applications are available at local offices of the Employment Development Department and the Office of Legislative Counsel Human Resources Office. The application form (STD. 678) is also available in several formats on the website at: <http://jobs.ca.gov>.

CALIFORNIA RELAY SERVICE: TDD PHONE (800) 735-2929 VOICE PHONE (800) 735-2922