CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

☐ PROPOSED

☐ CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Benefits and Services	**POSITION NUMBER** (Agency – Unit – Class – Serial) 815 - 430 - 5393 - 012
DIVISION/UNIT Member Account Services/Training and Development	**CLASS TITLE** Associate Governmental Program Analyst
INCUMBENT NAME	**WORKING TITLE** Training Analyst

CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the direction of the Pension Program Manager I (PPMI), the Associate Governmental Program Analyst serves as a trainer for Member Account Service staff and CalSTRS' employer reporting partners. The incumbent performs a full range of independent journey level analytical assignments requiring strong analytical skills and effective written and verbal communication skills.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
	ESSENTIAL FUNCTIONS
35%	Design, develop and implement curriculum and materials related to the division's internal and external training programs. Refine, revise, and maintain training curriculum to properly identify learning objectives, desired outcomes, appropriate course length and delivery mechanisms. Independently analyze complex legislation and collaborate with applicable subject matter experts to ensure training materials are consistent with legislative intent, program administration and system applications functionality related to the work of the division and employer reporting. Conduct and analyze training participant evaluations to identify areas of program improvement. Recommend and implement approved changes to training program curriculum to enhance learning, increase knowledge retention, and improve efficiency. Maintain a working knowledge of Microsoft Office Suite, Microsoft SharePoint, Adobe Pro, Adobe Captivate, Moodle learning management software, CalSTRS brand and style standards, knowledge mapping principles, and industry best practices and strategies for training and engaging adult learners.
35%	Serve as a subject matter expert on legislation and system application functionality as it relates to MAS. Maintain a working knowledge of legislation and system application functionality as it relates to the work of other CalSTRS business areas. Deliver on-site and off-site, approved trainings and presentations to division staff, employer reporting partners, school employers and other stakeholders. Research and analyze employer documentation and applicable laws to support division staff in responding to complex inquiries related to employer reporting. Conduct training needs assessments and make recommendations to management regarding the training plans of internal and external customers.
25%	Document processes and develop procedures and job aids related to the work of the division. Maintain a working knowledge of division processes, procedures and job aids in accordance with approved maintenance schedules; conduct annual reviews, when necessary. Recommend and implement approved changes to division processes, procedures and job aids to ensure compliance with legislation, system application functionality, and approved document formatting. Maintain record of changes to division processes, procedures and job aids in accordance with approved version control method.
	MARGINAL FUNCTIONS
5%	Represent the division on special projects and cross-functional teams as assigned by the PPMI.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:
- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies:
- Analytical Thinking
- Creative Thinking
- Ethics and Integrity
- Forward Thinking
- Managing Work
- Organizational Awareness
- Planning and Organizing
- Technical/Professional Knowledge and Skills
- Thoroughness
- Written Communication

CONDUCT AND ATTENDANCE EXPECTATIONS
- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB
- Occasional overnight, in-state travel
- Occasional travel to various locations for training, conferences and/or meetings
- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*
- *I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE SIGNED

EMPLOYEE'S STATEMENT:
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*
- *I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT*
- *I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*
- *I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE SIGNED