Current  Proposed

|  |  |
| --- | --- |
| **Classification Title**  Staff Services Manager II | **Division**  Workforce Development and Special Projects |
| **Working Title**  Statewide Learning Manager | **Office/Unit/Section**  Statewide Talent Development |
| **Position Number**  363-920-4801-XXX | **Effective Date** |
| **Name** | **Date Prepared**  7/30/2019 |

## CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for all issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

**Our Vision:** To be the premier leader and trusted partner in innovative human resources management.

**Our Mission:** To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

## General Statement

Under the general direction of the Staff Services Manager III, the Statewide Learning Manager ensures that state government has robust leadership and staff development programs. The incumbent leads a team and subject matter experts to design, develop and implement and evaluate statewide leadership and staff development models and standards, training curriculum and other tools and resources, which will help agencies and departments evaluate and enhance employee performance. Duties include, but are not limited to:

## Job Functions

[Essential (E) / Marginal (M) Functions]:

**40% Leading a team of training and development experts – (E)**

The incumbent plans, organizes, directs, and monitors the daily activities of staff. This includes delegating projects and assignments, setting performance expectations, holding staff accountable for deadlines and deliverables and mentoring and coaching the team. The incumbent also requires collaboration with Human Resource Management and Department Operations at CalHR and with various state agencies.

**30% Develop training standards, curriculum, resources and cost-effective delivery methods. – (E)**

The incumbent leads a team to collaboratively design, develop, implement, evaluate and continuously renew the state’s models to developing leaders and staff in collaboration with statewide training and workforce planning partners, statewide ad hoc committees (such as the California Network of Learning Professionals or CNLP), agency and department leaders, division colleagues and training partners. The incumbent builds leadership and staff development models, creates statewide training curriculum standards, tools, resources and other creative classroom and non-classroom solutions for developing employees in statewide classifications. The incumbent collaborates with Statewide Talent Operations to deliver cost-effective training solutions.

**20% Communication, education and outreach – (E)**

The incumbent builds and facilitates communities of practice for state employees to share best practices and experience related to talent development. The incumbent ensures the preparation and delivery of training classes, special interest groups, informative and educational development presentations and workshops. The incumbent also keeps up with leadership and staff development industry trends in order to propose innovative ideas for maximizing the effectiveness of leadership and staff development initiatives. The incumbent will also be required to deliver training or consultation as it relates to their business unit.

**10% Develops strategies that provide training models for statewide classifications– (E)**

The incumbent leads the development strategies to ensure that talent development models and solutions are supporting the development needs of state classifications. This includes collecting and analyzing data to validate the relevance of statewide competencies, assessing statewide training and development needs, and consulting with agencies and departments on leadership and staff development strategies. The incumbent establishes and evaluates key performance indicators for measuring the effectiveness of training as a way to determine if employees are effectively being prepared for current and future assignments.

## Supervision Received

The Statewide Learning Manager reports directly to and receives the majority of assignments from the Chief Learning Officer (Staff Services Manager III); however, direction and assignments may also come from the Workforce Development Division Chief.

## Supervision Exercised

(6) Staff Services Manager I (Specialist)

## Required Skills

Ability to operate standard office equipment such as, but not limited to: a personal computer (desktop or laptop models), paper shredder, basic calculator, document system (copier, facsimile, imaging) and move training materials and equipment, including boxes up to 25 pounds.

## Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department’s sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

## Other Information

The duties of this position are performed indoors. The employee’s workstation is located at 1515 “S” Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel analyst.)

Duties of this position are subject to change and may be revised as needed or required.

|  |  |  |
| --- | --- | --- |
| **Employee Signature** | **Employee Printed Name** | **Date** |

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

|  |  |  |
| --- | --- | --- |
| **Supervisor Signature** | **Supervisor Printed Name** | **Date** |