STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Government Program Analyst	LDO/Training, e-Learning, and Administration Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
e-Learning Developer/Training Consultant	702-015-5393-924	December 14, 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Training, e-Learning, and Administration Branch Chief (TO II), the incumbent will consult with managers and supervisors to identify training needs; provide creative e-Learning solutions to address customer needs; and provide other training services that continuously enhance the skills and abilities of the Department's employees.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Design and develop competency-based, interactive e-Learning solutions which may include, but are not limited to: collaborating with subject matter experts or others to identify training needs; developing course objectives; identifying instructional design strategies to address performance-based training problems, using computer applications to develop instructional programs and content, which may include presentations, online courses, webinars, or teleconferences, using computer applications such as Adobe Captivate, Connect, Premiere, Presenter, and Articulate Storyline and Studio; and creating technical documentation to support e-Learning processes and functionality.
30%	E	Implement, evaluate, and continuously improve the Learning and Development Office's (LDO) e-Learning solutions so that they meet the identified statewide department training needs, which may include but are not limited to: communicating with departmental partners to upload e-learn content; monitor training requests and enrollment status of e-learn participants; document participant feedback obtained from online course surveys; analyze survey results to gauge course effectiveness and determine where improvement may be required; and revise online content as needed.
20%	M	Perform additional duties as assigned that support the LDO's statewide training initiatives, which may include, but are not limited to: performing administrative tasks; contract management; developing presentations; writing reports, issue memos, and correspondence; photography and videography.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise others but may act in a lead capacity; may also lead special training projects or task forces.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of contemporary training principles, techniques, and methods which includes, but is not limited to: adult learning; instructional systems design, e-Learning development and trends; computer-based technology, training evaluation, and effective visual and written communication.

Ability to develop and evaluate training programs; propose and develop effective e-Learning solutions; identify training issues; research training resources; analyze training data, and communicate and facilitate effectively; possess excellent customer service skills, complete projects in a timely manner using effective project management skills; set priorities; meet critical deadlines, and manage e-Learning files.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

Knowledge of graphic design principles and techniques, that include, but are not limited to: elements of design such as: line, shape, texture, space, size, value, and color; principles of design such as: balance/symmetry, rhythm/repetition, emphasis, unity, movement, and proportion/scale; page layout, color theory, and typography; principles of graphic tools and equipment; graphic design software applications; procedures for creating traditional and/or electronic files for output for single and multicolor publication.

Ability to communicate visually; use the elements of design to create page layout; perform image editing; apply color theory and typography; apply creativity in the preparation of art work; learn and apply new software; produce freehand drawing and color illustration; and maintain graphic and publication project files.

Knowledge of web design principles and techniques that include, but are not limited to: HTML coding, web page design and development, current standards and trends of web-based content delivery.

Ability to manage websites; edit web pages; stay current on web design trends; troubleshoot technical issues; communicate effectively with IT staff; and maintain web project files.

Personal characteristics include strong written and verbal communication skills, professionalism, motivation, visual acuity, and creative and technical ability. Membership in industry professional organizations is encouraged.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Improper recommendations or decisions may have the following consequences: negatively impact the Learning and Development Office's mission to provide "effective and sustainable training methods to develop a highly-skilled, professional, and ethical workforce"; misuse of training resources; inappropriate or inadequate training for employees to perform their jobs; and not providing quality customer service.

PUBLIC AND INTERNAL CONTACTS

May work with internal contacts at all levels, including rank and file employees, supervisors and senior executives, for a variety of reasons including: discuss course offerings, identify e-Learning needs and possible solutions, and manage programs or contracts. Also may include external contacts with training consultants, external agencies, and experts in the professional or technical areas on e-Learning, training and development issues. These contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for moderate period of time using a keyboard and computer monitor; move training equipment, materials, and supplies; and stand for long periods of time while recording or documenting training classes. Must be able to multi-task; adapt to changes in priorities; complete tasks or projects with short notice; sustain mental activity needed for curriculum design and development and other training-related analytical work; and understand the alignment between the LDO's mission and vision and the Department's mission, vision, goals, and values. Must be open to change and new information; adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively collaborate, develop, and maintain positive and cooperative working relationships with co-workers, and others; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; recognize emotionally charged issues or problems and acknowledge the various responses; be tactful and treat others with respect.

WORK ENVIRONMENT

Employee will typically work in a climate-controlled environment and under artificial lighting. Overtime may be required when recording or documenting training for e-Learning purposes. Some travelling in state may be required.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

EMPLOYEE (Print)	
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE