

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	District 10 / Administration / Office of Training	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
District 10 Training and Special Programs Coordinator	910-001-5393-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Staff Services Manager I, this position works independently and is responsible for planning, implementing, and coordinating the District's Learning and Development Program and Special Programs, including Volunteers, Student Assistants, the Engineers' Rotational Program, and the Upward Mobility Program. The incumbent must be able to work independently with sufficient expertise and under minimum supervision to perform the following duties, including but not limited to:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Incumbent works independently with District managers and supervisors to develop a learning and development strategy and training plan. Incumbent identifies and fulfills training needs and organizational objectives to meet departmental and district goals, including all mandatory training. Incumbent identifies and resolves training issues by providing cost effective options and alternatives that may include the development of training programs geared to meet specific training needs. This involves collaborating with customers to identify training needs, working with vendors and others to develop course curriculum to meet training objectives, develop lesson plans, determine cost effective course delivery methods, develop in-house evaluations, and monitoring the results. Incumbent will also revise and update existing training programs and materials as needed. Develops and conducts in-house training courses, such as Ethics. Prepares training reports and makes presentations to employees and management.
30% E	The incumbent has sole responsibility for a variety of special programs, including: <p>Volunteer Program: As the coordinator of this program, the incumbent works with individuals who are looking for volunteer opportunities. The coordinator work with managers and supervisors to bring volunteers on board, ensure proper duties are assigned, and coordinates the completion of the volunteer-related forms. Monitors and tracks volunteer hours to ensure the District is in compliance with regulations for volunteers.</p> <p>Student Assistant Program: As the district's Student Assistant Coordinator, the incumbent ensures compliance with the Student Assistant Contract. Advises managers and supervisors regarding policies, recruitment, and hiring procedures to hire students under the contract. Conducts Student Assistant Orientation for all newly hired students and process all student assistant-related employment paperwork. Coordinates the collection of time sheets, audits for accuracy, and then submits to the contracted vendor to issue payroll. Monitors student wages, hours and overhead charges to ensure that expenditures are within the District's allocation, and makes cost projections as needed.</p> <p>Upward Mobility Program: As the Upward Mobility Program Coordinator, the incumbent provides guidance to supervisors and employees in developing a Career Development Plan, including identifying and locating appropriate training to help meet the employee's goals. Reports all new Career Development Plans to Headquarters on a monthly basis.</p> <p>Rotation Program for Engineers: As the Rotation Coordinator, the incumbent oversees and coordinates the rotation of engineering employees to various engineering units and program. The</p>

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		incumbent must work closely with both District and Central Region programs and management to manage the changes and adjustments that need to be made. Makes procedural changes as needed and changes to the program based on the fluctuating work load demands of the various engineering functions.
25%	E	Performs research and analyzes training opportunities available within Caltrans, other state departments, and private vendors. Locates appropriate and cost effective internal and external courses and trainers. Coordinates with trainers, arranges classes, including scheduling, reserving room, setting up training classrooms, and coordinating course material and equipment. Utilizes the Learning Management System (LMS) to schedule classes and course sessions, and enroll students, and update employee training history. Develops and maintains an internal training data base to extract special training reports for mandatory training courses that cannot be done utilizing the LMS.
5%	E	The incumbent is a Visa Cal Card holder and serves as the purchaser for the Administrative Services Branch. Negotiates with vendors on price, delivery, and quality. Ensures supplies are ordered and verifies delivery and receipt of the items ordered, and that the purchase was made in accordance with the Cal Card policies and procedures. Reconciles Cal Card statement of account on a monthly basis, verifies all charges are legitimate, and processes the purchase requests and visa statement in Advantage. Some training may be procured utilizing the Visa Cal Card. When the Cal Card cannot be used for purchases and training, the incumbent creates and processes requisitions in Advantage to make DPAC purchase orders and processes Under \$5,000 Service Contract Agreements for training services.
5%	M	Participate on special committees and task forces as needed. Assist and back-up other units when needed and help with special events. May be requested to act in the absence of the supervisor or to take the lead on special projects.

¹ESSENTIAL 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 be requested to lead other staff within the Branch and may be requested to act in the absence of the supervisor.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of principles, practices, trends and strategies for learning and development, including adult learning, organizational and individual needs assessments. Must have the ability to administer, maintain and juggle various District programs. Must be able to effectively express ideas and present information clearly and logically, both orally and in writing, to employees, management, vendors, and contractors. Compose written correspondence on a variety of subjects. Possess the ability to speak clearly before groups. Must be able to solve difficult problems and deal with numerous variables. Ability to reason logically and creatively, and utilize a variety of analytical techniques to resolve complex problems; make mathematical computations and monitor training expenditures to ensure training goals and objectives are being met; develop and evaluate alternatives; and analyze data.

Incumbent must have the ability to develop, conduct, coordinate, and evaluate training programs; analyze training data accurately (i.e., program evaluations, training trends and practices, training methodology, etc.) and adopt an effective course of action; identify training issues; research training resources; communicate and facilitate effectively; possess excellent customer service skills. Possess knowledge and skills in computer based technology.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent works independently and is responsible for carrying out the duties associated with implementing and running a district learning and development program and various other special programs. Consequences of bad judgment or decisions will be loss of time and cause delays in program production. Such delays can result in inefficient use or misdirection of district resources resulting in the inability to meet district efficiency and time line goals, and varying degrees of negative financial impact on the district, region, and department. Poor or improper decisions, recommendations or inefficiencies may result in poor internal and external relations, inappropriate or inadequate training for employees to perform their jobs better. The State's reputation could be adversely affected if dates are missed, and if rooms, material and equipment are not available when needed. Poor customer service can have an enormous impact, not only on the Training Office, but all on the Department as a whole.

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PUBLIC AND INTERNAL CONTACTS

This position requires frequent contact with managers and supervisors at all levels, district employees, as well as external contacts with training consultants, external agencies, and experts in the professional or technical areas on training and developmental issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal; move training equipment; stand for long periods of time while conducting or facilitating training. Employee must be able to lift/carry up to 40 pounds. Employee must have the ability to develop and maintain cooperative working relationships with other employees as well as supervisors and managers; respond appropriately to difficult situations; recognize emotionally charged issues or problems, and must be able to work alone and in a group environment. Employee must be open to change and new information; adapt to behavior and work methods in response to new information, changing conditions or unexpected obstacles; have the ability to multi-task, and complete tasks or projects with short notice.

WORK ENVIRONMENT

While at the base of their operation, the employee will work in a climate-controlled office under artificial lighting using a keyboard and computer monitor. Occasional travel may be required. Possession of a valid Driver's license and current defensive drivers certification are 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.)

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
