

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Analyst (SSA)	DISTRICT/DIVISION/OFFICE 06/Construction/Training Unit	
WORKING TITLE Training Coordinator	POSITION NUMBER 906-500-5157-XXX	EFFECTIVE

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 general supervision of a Staff Service Manager I, the incumbent performs the technical and or analytical administrative tasks in the training unit. Occasional travel may result in an overnight stay due to training purposes. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)	
Marginal (M)	

30% (E)	Independently performs comprehensive analysis, comparison and forecasts future training needs. Oversees the Construction Training Program for over 400 Central Region Construction, Office of Structures, and Materials Lab and Engineering employees. Including coordinating and administering the Division Annual Training Plan; prepare, manage, and track the annual training budget funds and expenditures which involves forecasting of and budgeting for instructors and employees; develop and manage the quarterly, annual and 3 year projection/budget reports. Sends out the annual training needs assessment for Construction. Direct and administer training courses using a variety of training tools and training resources to meet staff training needs and requirements. Complies with training policy guidelines in compliance with HQ’s policy, laws, rules and regulations. Provide program direction and consultation to management and staff regarding career development, upward mobility, training programs, resources and requirements for participation.
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- 20% (E) Responsible to lead, direct and manage the development of the Central Region Training database. Manages the Construction web based Training Calendar to ensure all Central Region Construction staff are receiving current training updates; Researches and performs complex analysis of the availability of courses and programs from outside vendors, internet, webinars etc., and provide consultative services to Construction employees/upper management in the development of training alternatives and/or curriculum. Prepare Training reports for presentation to executive staff, managers, supervisors and internal and external customers. Develop and conduct Training presentations to upper management. Produce written material to accommodate training classes. Serves as primary liaison and coordinator between Central Region and HQ Construction. Independently develop training forms, templates and reference checklists and facilitate training to work with CR Senior Engineers and Resident Engineers to provide guidance and direction of the RE Certification Program and/or training programs for their staff. Evaluates staff's training records to verify and ensure completion of Resident Engineer Certificate Program. Responsible to oversee complex training projects, i.e., hazardous waste, storm water.
- 20% (E) Prepare and manage travel justifications/exemptions-cost analysis comparisons and make recommendations to HQs. Responsible for forecasting cumulative dollar amounts for mode of travel, meals/incidentals, per diem costs necessary for travel to attend training.
- 20% (E) The incumbent serves in the capacity as an LMS Training Administrator, Session Administrator for the Division and Supervisor approval process. May be required to train other staff on the LMS administrative roles and responsibilities. Manages and maintains the accuracy of course data in training catalog, and follows established procedures for completing sessions to ensure employee training history is properly updated. Coordinates and works cooperatively with District Training Office, HQ-LMS Business Analyst and Capital Project Skills Development units on course availability, schedules, and budget resources. Prepare, analyze and distribute detailed reports from Access and Excel databases to monitor training. Create, analyze and research complex detailed training reports for Headquarters and Central Region Construction Management. Develop training announcements and notices, training rosters, and other documentation for training classes. Incumbent will recommend additions and changes with the Departmental Subject Matter Expert.
- 10% (M) Represents Central Region Construction at annual conferences with HQ Construction and management. Independently evaluate and communicate program progress and areas of concern and makes recommendations as well

as provides solutions. Responsible for maintaining training equipment and supply needs for upcoming classes and taking appropriate action to acquire, lease, or produce training materials, supplies, and equipment. Independently performs comprehensive analysis and forecasting the allocation for prescription safety glasses based on staffing changes; analyze expenditure trends relative to allocations, historical data, and knowledge of needs. Develops and maintains annual contract with Prison Industry Authority.

SUPERVISION EXERCISED OVER OTHERS:

This position does not supervise other employees, but may act as a lead over subordinate(s) assigned to the unit.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of principles of public administration, organization and management; analytical techniques; effective oral and written communication techniques; district and departmental policies, State Administrative Manual, and any Training Policy and Procedures, rules and regulations. Must be proficient in the use of Microsoft Word, Microsoft Access, Microsoft Excel and Microsoft PowerPoint.

Ability to plan, organize, conduct, and evaluate training programs; analyze data and situations accurately and adopt an effective course of action. Ability to speak, write and lead conferences effectively. Establish and maintain effective working relationships with others understand and effectively implement departmental policy; be resourceful in independently researching and using processes available to meet program objectives; must be capable of recognizing potential problems and assessing their effect for solutions.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors in the analysis of any training sessions arising in the areas of responsibility, preparation of reports, documents, and correspondence could result in misdirected staff work, significant cost overrun, and substantial project delivery delay.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to communicate with all levels of District personnel, other State Departments and Headquarters in Sacramento. Will be required to make presentations to various groups. Must be able to project competence and integrity when representing Caltrans.

WORK ENVIRONMENT:

While at their base of operation, employee will work in a climate-controlled office under artificial lighting, however building temperatures may fluctuate. Employee may also be required to travel on occasion.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS:

Employee may be required to move large or cumbersome report, plans, boxes and equipment from one location to another; occasional bending, stooping and kneeling. The workload is subject to frequent, substantial, and unexpected changes within a few months.

Mental requirements include sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop new insights into situations and apply innovative solutions to make organizational improvements; enable others to acquire the tools and support they need to perform well; understand linkages between administrative competencies and mission needs.

Emotional requirements include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concern with the Reasonable Accommodation Coordinator.

EMPLOYEE

DATE

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

SUPERVISOR

DATE