STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Training Officer I	LDO/Leadership Training and Development Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Training Consultant	702-015-5197-xxx	4/6/15

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 Leadership Training and Development Branch Chief (TO II), the incumbent will consult with managers and supervisors to identify training needs; provide creative solutions to address individual and department-wide training issues; and provide training services that will continuously enhance the skills and abilities of the Department's employees in the most cost-effective and efficient methods.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Design, develop, implement, coordinate, deliver, evaluate, and continuously improve the Learning and Development Office's (LDO) statewide training courses and programs to meet identified statewide departmental training needs. This may include managing contracts and programs, communicating with customers, collaborating with subject matter experts, colleagues, and others, developing course objectives, constructing instructor guides, participant workbooks, PowerPoint presentations or other media, developing in-house evaluation methods, analyzing course and program evaluation results to determine next steps, and providing recommendations for continuous improvement of training courses and programs.
30%	E	Develop LDO training schedule, coordinate district LDO training sessions, and manage related Learning Management System operations. This includes participating in team meetings, creating annual training calendar, collaborating with others, serving as course session administrator, and may also include serving as a business analyst.
15%	E	Respond to customer needs in a timely manner. This includes addressing individual and organizational training issues, resolving problems, and providing appropriate solutions.
5%	E	Consult with supervisors and managers, participate in special training-related initiatives, prepare training reports, present to the Directorate, managers, supervisors, training officers/coordinators, and internal and external customers, and perform other training activities, as needed.

[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 initiatives.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of training principles, techniques, and methodology that include: adult learning theory; organizational and individual needs assessment; effective training and presentations; effective communication; coaching; group dynamics; contract management; and organizational development. Ability to design, develop, implement, coordinate, deliver, and evaluate training courses and programs; research and analyze complex training data (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; and possess excellent customer service skills. Knowledge and skills in computer-based technology is desirable.

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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, manage programs; and identify training needs and possible solutions. Also may include external contacts with training consultants, external agencies, and experts in the professional or technical areas on 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 periods of time using a keyboard and computer monitor; move training equipment, materials, and supplies; and stand for long periods of time while conducting 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, development and other training-related analytical work; and understand and support the alignment between the LDO's mission and vision and the Department's mission, vision, goals, and values. Must be able to deliver training independently or with a co-trainer, based upon business need, while using pre-existing or new curriculum. 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 delivering training, and travelling to and from a training site. Some in-state travel will 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.)

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