

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Training Officer II (S)	OFFICE/BRANCH/SECTION Administration/ Safety and Management Services/LDO	
WORKING TITLE Training Delivery and Consultation Branch Manager	POSITION NUMBER 702-013-5194-924	EFFECTIVE DATE 07/29/2015

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 general direction of the Chief, Office of Learning and Development (SSM II), the incumbent, as a working supervisor, will: lead the development of the Department's statewide training and development programs in a manner that supports the Department's succession effort; consult with managers at all levels 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 management and supervisory employees in the most cost-effective and efficient manner.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
25%	E	Manage all aspects of development and ongoing operation of statewide training and development programs that support the Department's succession effort. Specific duties include but are not limited to: develop curriculum that provides solutions to workforce planning gaps, assessing additional training needs; forming and convening focus groups; consulting with training vendors including institutions of higher learning; participating in hiring interviews for faculty and staff in training programs; developing contract specifications; marketing training programs; populating classes; managing enrollment; arranging for guest presenters at the executive management level; briefing faculty, executive presenters and community and business leaders on a situational basis; facilitating feedback sessions and responding to questions and concerns at all levels.
25%	E	Manage the Caltrans E-learning efforts. These efforts include chairing the Caltrans E-learning Committee. Supervising the Caltrans E-learning Team. Through subordinate staff, access departmental needs for uniform e-learning modules and webinars, research state of the art products and equipment to provide tools to develop the modules that will assist the Department in Succession Planning and Workplace of Choice efforts. Partner with internal business partners and Cal-HR to pull resources to provide state of the art e-learning modules.
20%	E	Consult with executive and senior managers to identify and resolve performance issues, and provide options and alternatives that may include the development of training programs to meet identified needs. Respond quickly and positively to requests from the Executive Team for special training-related programs and presentations. Collaborate with customers to identify performance-based training needs, develop course objectives, construct lesson plans, develop course delivery methods, develop in-house evaluations, develop cost effective training, and identify effective resources/methods such as classroom training, computer/web based training, use of internal or external consultants, and other training delivery media as appropriate.
10%	E	Facilitate training events and special meetings following assessment and evaluation of customer needs.
10%	E	Evaluate the Department's training programs and instructors to measure program effectiveness; provide recommendations for continuous improvement of training programs. Develop, implement and sustain a training evaluation process that measures the effectiveness of training at the job (Level 3).
5%	E	Apprise the Office Management Team of the status of training programs and their alignment with the Department's succession effort. Monitor training program contracts; ensure accuracy of charges and prompt payment of invoices.

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5% E Participate in special task forces and Department-wide training related projects; prepare training reports; present to the Directorate, Managers, Supervisors, Training Officers/Coordinators, and internal and external customers; and perform other training activities, as needed.

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

his position supervises Training Officers I and other employees engaged in the training function; may also lead special training projects or task forces

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of training principles, techniques, and methods including: adult learning; organizational and individual needs assessment; effective training and presentations; effective communications; coaching; group dynamics; contract management; organizational development. Ability to develop, conduct, coordinate, and evaluate training programs; analyze training data (i.e., program evaluations, training trends and practices, training methodology, etc) accurately, and adopt an effective course of action; identify training issues; research training resources; communicate and facilitate effectively; possess excellent customer service skills. Knowledge and skills in computer-based technology are desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Improper recommendations or decisions may result in: the Department not achieving its direction, "to continue to build a talented and diverse team and to strengthen ties with our partners" which implies an adverse impact on the Department's succession effort; misuse of training resources; inappropriate or inadequate training for employees to perform their jobs; and not providing customer service.

PUBLIC AND INTERNAL CONTACTS

Require frequent contact and rapport with Managers and Supervisors at all levels; this includes external contacts with training consultants, external agencies, and experts in the professional or technical areas on training and development issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be open to change and new information; adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles; have the ability to multi-task; complete tasks or projects with short notice; be able to collaborate, develop and maintain working relationships.

WORK ENVIRONMENT

Employee will work in a climate-controlled environment and under artificial lighting; sit for moderate period of time using a keyboard and computer monitor; move training equipment; stand for long periods of time while conducting training classes or facilitate sessions; travel throughout the State, as necessary.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
