

DUTY STATEMENT
FW-PERS-242A (REV. 2/14)

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
DFW DIVISION/BRANCH/REGION/OFFICE ADMIN/HRB/Office of Training and Development	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Office of Training and Development (OTD)	CLASS TITLE Associate Governmental Program Analyst (AGPA)
INCUMBENT <i>VACANT</i>	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-011-5157-814

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) in the CDFW Office of Training and Development (OTD) is part of a training support team. The AGPA is responsible training technology management and training program management. Duties include, but are not limited to the following essential functions:

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
45%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Training Technology Management As part of the OTD support team, works closely with the Data and Technology Division (DTD) to address technology needs, which may include intranet web content lead, training database lead, and WebEx lead. Acts as product owner for new technology-related projects. Acts as IT liaison (interfaces with DTD), monitoring hardware and software for staff computers, PC classroom, and a mobile lab and scheduling maintenance as needed. Monitors trends in training-related technology to support the training function, makes recommendations to OTD management regarding potential enhancements, and researches the feasibility of such enhancements with the DTD.</p>
45%	<p>Training Program Management Oversees and coordinates mandated, health and safety, and Resource Management (scientific) training programs. The management of these programs includes coordination with the Health and Safety/Risk Management team in the Human Resources Branch to address health and safety mandates and special training needs. The function also includes needs assessment with requesting programs/regions, prioritization of needs within a defined budget, and recommendations to OTD management. Collaborates with other support team members and management regarding procurement of training and/or training supplies, logistics coordination and planning, and leading clerical staff in announcements, enrollment, and tracking of completed training. Communicates with vendors, internal customers, and partners.</p>
10%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Desktop Training Develops and delivers desktop training such as Microsoft Office 2010 Word, Excel, and Outlook Email. Develops written job aids or tutorials to assist end users and reinforce learning. May provide informal training sessions as needed.</p>

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	<p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Technology in a training environment, Microsoft Office products (Word, Excel, Outlook).</p> <p>Skill to: Manage projects and coordinate efforts of other project team members. Manage administrative details with good organization and follow through. Write clearly, concisely, and professionally. Effectively and professionally present to or train large or small groups.</p> <p>Ability to: Plan and organize work. Conduct research, summarize information, and make recommendations. Think critically and problem solve effectively,</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics: Appreciation for innovation and technology, team orientation, customer service focus, ethical decision making. Demonstrated ability to act independently, professionally, with flexibility and tact.</p> <p>Interpersonal Skills: Ability to interact with others effectively in a team environment.</p> <p>WORKING CONDITIONS: Ability to use a computer keyboard several hours a day. Involves sitting most of the time, but may involve walking or standing for brief periods or light lifting (less than 20 pounds). Occasional travel may be required.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

PRINT SUPERVISOR'S NAME Vacant SSMI (SSM II Carol Smith supervises temporarily)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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