

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 Human Resources Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-011-5197-005	
UNIT NAME AND LOCATION Office of Training and Development - Sacramento	CLASS TITLE Training Officer I	
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-001-5197-005	
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS		
Under the general direction of the Office of Training and Development (OTD) Manager (SSM II), the incumbent will perform a variety of training specialist duties and coordinate several professional development programs. Some travel may be involved to deliver programs or to attend meetings. OTD values teamwork, continuous learning/improvement, and professional communication with others.		
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.)	
35%	<p><u>ESSENTIAL FUNCTIONS:</u> Training Development and Delivery Based on needs identified in the OTD annual training needs assessment, special requests, mandates, or other expressed needs, develop and deliver training programs for the professional development of CDFW staff. Apply the best practices of instructional design and adult learning in the development and delivery of training programs, from needs analysis to evaluation. Meet regularly with the OTD Manager to discuss the progress of course development or feedback from programs delivered. Participate in annual and ongoing needs assessment process, and with the assistance of the OTD Manager, collaboratively consult with supervisors and staff to assess training and development needs, both individual and at the unit/organization level. Thoroughly research subject matter to ensure the best quality content for training programs and consult/include subject matter experts as appropriate. Collaborate with others on the OTD team to share ideas and feedback on work products.</p>	
35%	<p>Project/Program Management Act as Project or Program Lead in the coordination of a variety of department-wide programs, which may include the Employee Recognition Program, Upward Mobility Program, E-Learning, and the New Employee Orientation Program. Responsibilities may include coordination/contract management for special training programs targeting specific competencies, coordinating logistics and marketing associated with a training class or special program, securing guest speakers, or procuring other resources such as videos or assessment tools. Manage and maintain corresponding intranet websites or other communication tools, working with the OTD support team as necessary.</p>	
20%	<p>Mandated, Health/Safety, Resource Management Training Coordination Oversee and coordinate one or more of the following: mandated, health and safety, and Resource Management (scientific) training programs. The function includes needs assessment with requesting programs/regions, researching policy/mandates, prioritization of needs within a defined budget, and recommendations to OTD management. Collaborate with support team members and management regarding procurement of training and/or supplies, for logistics coordination and planning, and for assistance with announcements, enrollment, and tracking of completed training. Communicate with advisory groups, vendors, subject matter experts, internal customers, and partners.</p>	
10%	<p><u>NON-ESSENTIAL FUNCTIONS:</u> Meeting Facilitation Assist CDFW programs/units who may need facilitation services for process improvement, planning, or policy development meetings. Facilitate OTD staff meetings periodically (rotating responsibility), calling for agenda items, creating an agenda, planning additional content where appropriate, and leading the meeting.</p>	

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	<p>Knowledge of: Techniques, best practices, and trends in the field of training and development.</p> <p>Skill to: Manage large projects and coordinate efforts of other project team members. Write clearly, concisely, and professionally and review/edit the written work of others. Effectively and professionally present to large or small groups, including executive leadership. Manage administrative details with good organization and follow through.</p> <p>Ability to: Practice effective problem solving, make sound decisions, and lead others through such processes. Develop and maintain working relationships and partnerships.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics: Demonstrated ability to act independently, professionally, with flexibility and tact. Appreciation for innovation and technology. Conceptual and strategic thinking, including perspective shifts necessary for success in a complex organization. Customer service focus.</p> <p>Interpersonal Skills: Foster teamwork and collaboration. Communicate in order to guide a client-consultant relationship effectively.</p> <p>WORKING CONDITIONS: Ability to use a computer keyboard several hours a day, sitting most of the time, with some walking or standing for brief periods. Occasional travel may be required.</p>

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

PRINT SUPERVISOR'S NAME	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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