

**Department of Health Care Access and Information
Duty Statement**

Employee Name Vacant	Organization Office of Administrative Services Workforce Support Branch Organizational and Professional Development Unit	
Position Number 441-164-4800-XXX	Location Sacramento	Telework Option Hybrid
Classification Staff Services Manager I (Specialist)	Working Title People Development Specialist	

General Description In the Office of Administrative Services, the People Development Specialist maintains a high level of responsibility for building a culture of continuous learning, establishing a vision for learning and development, and developing a strategy to elevate learning and development within the organization. The People Development Specialist collaborates with the Staff Services Manager II, the Human Resources Chief, and other Executive staff in promoting the values and culture of the organization through professional growth at all levels of the organization. As the People Development Specialist your focus will be helping team members achieve their professional potential. The position requires a passionate, forward thinking, service oriented, and collaborative individual to lead the organization in maximizing its greatest resource, it's people.	
Supervision Received	The People Development Specialist is under the general direction of and reports directly to the Staff Services Manager II, Organizational and Professional Development Manager.
Supervision Exercised	None.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting; use of telephone and desk top computers; frequent face-to-face contact with leadership, management, staff and contractors; written, verbal, and electronic communications; mobility to various areas of the Department; occasional extra work hours as necessary beyond scheduled work hours.
Job Duties E = Essential, M = Marginal	
45% E	Organizational and Professional Development. Develop, implement, and coordinate the Department's training program. Develop a variety of methods for training, such as eLearning, podcasts, webinars, in person/virtual workshops, etc. Develop and instruct on content and curriculum centered on leadership, communication, team dynamics, change management, and other modules to promote organizational development and professional growth. Support Department-wide change management, organizational and professional development activities, assist in learning and development needs assessments, and develop communications, toolkits, etc. to support initiatives. Leverage industry best practices, information,

and data to ensure tools, training, and other resources are responsive to changes in and departmental needs.

30% E Independently maintains and manages the Learning Management System (Cornerstone). Drives process improvement, innovation, and technology for state-of-the-art training and development platforms, content, and delivery. Serves as a subject matter expert to provide guidance, manage, and maintain the organizations learning management system (Cornerstone) as well as LinkedIn Learning platform and additional training platforms. Develops and provides LMS user training and resources, in addition to collaborating with IT to provide technical support for learning platforms such as Cornerstone and LinkedIn Learning.

20% E Maintains a high degree of independent responsibility for the oversight, development, and implementation of the new supervisory training program. This includes designing, developing, and delivering comprehensive training tailored to enhance the skills and competencies of new supervisors. Continuous assessment and improvement of the program to ensure its relevance and effectiveness in meeting Department's needs. Collaborate with other offices to integrate best practices.

5% M Perform other related duties as required.

Other Expectations

- Demonstrate a commitment to performing duties in a quality customer service manner.
- Demonstrate a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintain a commitment to provide positive and stimulating educational experiences for all employees.
- Maintain good work habits and adhere to all state and Department policies and procedures.
- Conduct self as a role model within the organization.
- Understand and maintain a high degree of confidentiality.
- Demonstrate leadership in group training.
- Demonstrate a high level of verbal and written skills and experience.
- Demonstrate a commitment to Department of Health Care Access and Information mission, vision, and goals.
- Demonstrate a commitment to Department of Health Care Access and Information Core Values.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date

