

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 065-931-5197-001				
UNIT NAME AND CITY LOCATED Staff Development Unit, Elk Grove		CLASSIFICATION TITLE Training Officer I				
		WORKING TITLE Training Officer I				
		COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP 2	CBID U01	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8220 Longleaf Drive, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
<p>California Correctional Health Care Services (CCHCS) is committed to building and maintaining a culturally diverse workplace. We believe cultural diversity and backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported, and we believe all staff should be empowered. We are proud to foster inclusion and representation in all levels of the CCHCS.</p> <p>CCHCS values all team members. We work cooperatively with team members and others to enable CCHCS to provide the highest level of service possible. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of CCHCS mission.</p>						
PRIMARY DOMAIN:						
Under general direction of a Staff Services Manager I (SSM I), Staff Development Unit, the incumbent will assess the complex and sensitive training needs of health care staff statewide, and assist in the development of a comprehensive training plan to address the needs based on the goals and objectives of the CCHCS. Travel independently as needed.						
% 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. <i>(Use addition sheet if necessary)</i>					
ESSENTIAL FUNCTIONS						
40%	Plan, organize, conduct, and facilitate training classes, workshops, teambuilding sessions, webinars. Consult with management and staff regarding training policies, mandates, and training needs assessments.					
25%	Analyze, design, develop (including use of computer authoring systems), implement, and evaluate effective instruction, including course curricula and instructional support materials, incorporating adult learning principles, measurement techniques (testing), to ensure curricula meets departmental and training guidelines, standards, and specifications.					
20%	Conduct research and assist in the development of training course curricula. Audit and evaluate program for standardization, compliance with laws, policies, and regulations.					
10%	Participate in special workgroups and committees and training programs and pilot training programs. Assist with feasibility assessments based on training implementation. Make recommendations and provide alternative solutions based on business needs. Provide direction to all departmental divisions regarding curriculum implementation for a wide variety of multidisciplinary projects.					

5%	Prepare administrative correspondence, special projects, committee reports, issue memos, and other job-related miscellaneous assignments as required. Occasional overnight travel to any of the institutions may be required throughout the state.	
<p>KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles and methods of employee training, counseling, and group leadership; training resources and equipment; analytical and statistical methods; principles of verbal and written expression; principles of public administration.</p> <p><i>Ability to:</i> Plan, organize, conduct, and evaluate training programs; analyze data and situations accurately and adopt an effective course of action; speak, write, and lead conferences effectively.</p> <p>DESIRABLE QUALIFICATIONS Demonstrate ability to act independently, open-mindedness, flexibility, and tact. The ability to speak clearly and concisely and articulate the most complex issues both orally and in writing. Work independently and in a team setting; ability to multi-task; track projects and monitor deadlines, taking appropriate action to ensure appropriate timeframes for various activities are met.</p>		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE