

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Administrative Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 261 - 5393 - 905
DIVISION/UNIT Human Resources/Organizational Development	CLASS TITLE Associate Governmental Program Analyst
INCUMBENT NAME	WORKING TITLE Learning and Development Specialist

CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the direction of the Staff Services Manager II (SSM II), Learning and Development Manager, this position will apply the fundamentals of adult learning principles to develop and deliver various training classes to CalSTRS employees and perform a variety of training-related activities.

% 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.
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35%	<p>ESSENTIAL FUNCTIONS</p> <p>Incumbent researches, designs and develops training classes. Applies adult learning principles to new training classes. Conducts needs analyses at the organizational level or with regards to singular topics or concepts. Gathers and analyzes data from needs analyses. Gathers and analyzes research from both print and electronic sources for inclusion in training classes. Interviews department officials, employees and others to obtain information relevant to design and development efforts. Reviews and analyzes proposed business processes and policies and advises Human Resources on the potential impact to training classes. Analyzes information provided by CalSTRS subject matter experts (SMEs) and project managers for incorporation into specific training classes. Determines, prioritizes and documents class goals and objectives. Develops class content and selects delivery methods to meet selected class goals and objectives. Coordinates the efforts of training team members. Recommends solutions to contract designers when necessary and appropriate.</p>
35%	<p>Incumbent delivers and evaluates training classes. Reviews and communicates marketing messages in order to market pertinent training opportunities. Acts as a lead facilitator or instructor. Applies adult learning principles to existing training classes. Formulates training procedures. Conducts class preparation well in advance of scheduled class date. Maintains training equipment. Coordinates classroom materials production. Delivers each training class with innovative training techniques. Prepares level one and level two evaluations for training classes. Gathers level one and level two data and creates reports based on aggregate data. Formulates training program enhancements based on levels of evaluation data. Implements enhancements based on level one and level two data.</p>
20%	<p>Incumbent facilitates internal workshops and team meetings. Interviews team leaders or points-of-contact to obtain information relevant to the workshop development. Determines and prioritizes the workshop or meeting goals and objectives. Develops workshop or meeting and selects delivery methods to meet the selected workshop or meeting goals and objectives. Coordinates follow-up actions for team leaders.</p>
10%	<p>Incumbent provides individual coaching. Interviews team leaders to obtain information relevant to the coaching opportunity. Determines coaching goals and objectives. Selects delivery method to meet the selected coaching goals and objectives.</p>
5%	<p>MARGINAL FUNCTIONS</p> <p>Incumbent participates on cross-functional teams. Contributes to organization-wide initiatives representing the Human Resources unit. Works as a representative of CalSTRS in inter-agency partnerships.</p>

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS’ core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies

- Analytical Thinking
- Creative Thinking
- Ethics and Integrity
- Forward Thinking
- Managing Work
- Organizational Awareness
- Planning and Organizing
- Technical/Professional Knowledge and Skills
- Thoroughness
- Written Communication

INTERPERSONAL SKILLS

- Interact successfully in a team environment
- Communicate successfully in a diverse community

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

WORK ENVIRONMENT

- Work in a high-rise building, in an open-space environment

PHYSICAL ABILITIES

- Ability to use a computer keyboard several hours a day
- Read from a computer screen several hours a day

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

HUMAN RESOURCES ANALYST'S NAME (Print)

HUMAN RESOURCES ANALYST'S SIGNATURE

DATE