



State of California  
Department of Corrections and Rehabilitation  
Correctional Policy Research and Internal Oversight  
Peace Officer Selection and Employee Development  
Office of Training and Professional Development

## Duty Statement

Rev. 06/2021

<b>Incumbent:</b>	<b>Location:</b> Advanced Learning Institute, Sacramento
<b>Position Title:</b> Associate Governmental Program Analyst	<b>Classification:</b> Associate Governmental Program Analyst
<b>Position Number (s):</b> 048-109-5157/ <u>5393</u> -800, 803, 805, 809	<b>Supervised By:</b> Staff Services Manager I

Under direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) performs the more responsible, varied, and complex assignments related to the planning and management of departmental supervisor, managerial and contracted leadership training programs. Also responsible for the quality control of new and existing programs. As the AGPA functions as a high-level subject matter expert responsible for reviewing, interpreting and providing senior management with recommendations on the more sensitive, complex and crosscutting POSED issues. The AGPA will support and promote a positive work environment and productive relationships with all staff and stakeholders of the California Department of Corrections and Rehabilitation (CDCR) Advanced Learning Institute (ALI) in an ethical and professional manner. Duties include but are not limited to:

- 40% Independently coordinate the delivery of the supervisor, managerial and contracted departmental leadership programs, such as; the Executive Leadership Institute, Executive Leadership Development Program, Leadership 101, Advanced Supervision, Implicit Bias, Implicit Bias Training for Trainer (T4T), Franklin Covey courses, Project Management, Analyst Academy, Supervisor Development Program, Sergeant's Academy, Lieutenant's Academy, Correctional Sergeant Mentorship Program (CSMP), CSMP Certification, Master T4T, T4T, CPR/Baton Annual Off Post, and Use of Force T4T Responsibilities also include: development of a training plan with external and internal affiliates (California State Universities, Franklin Covey, Interagency vendors and Subject Matter Experts). Develop a recruitment plan that includes researching current departmental information, numbers to determine training locations, varied classifications from DAI/HQ and programs. registration of attendees is completed accurately and timely; review and summarize evaluations, to include identifying trends, either positive or negative, and making recommendations for any modifications. Work in partnership with other State agencies, such as California Correctional Health Care Services (CCHCS), Department of Adult parole Operations (DAPO) and the California Prison Industry Authority (CalPIA), to determine available spaces within their leadership training and assist CDCR, CCHCS, DAPO and CalPIA staff with the registration process. Research and gather data to report what individuals have completed training and which individual training is outstanding and make recommendations based on this data. Develop reporting methods/reports for outside stakeholders to include the Legislature and Department of Finance. Respond to any inquiries regarding leadership training from internal and external stakeholders.

- 30% Initiate new contracts, renewals, and amendments for contracted training. Review and develop proposed contract language, prepare the scope of work to ensure content is consistent with departmental procedures and meets program needs. Work closely with vendors for revisions or modifications to contracts; make recommendations to management that are consistent with departmental policies and procedures; and meet programs need for service. Acts as the field representative for Departmental training program analysis and performs the most complex duties while utilizing Business Information System, Training & Events database and the Learning Management System (LMS) to identify individuals who have not completed advanced training mandates. Research, analyze and prepare data for the development of the ALI Statewide Training Plan and monitor and evaluate the program rollout. Conduct independent evaluation, make recommendations to management using regarding training programs and venues graphs and data to support the analysis. Conduct Surveys to provide accurate data for reporting and presenting to management. Conduct regular LMS audits and historical research for accuracy of data and LMS entries. Provide strategies and recommendations to monitor training and attendance based on demographics and type of training provided.
- 25% Independently work on a variety of complex analytical duties in the support of ALI. Develop and maintain Excel spreadsheets and Word documents such as issues statements, weekly status reports, memorandums, work plans, MIRS Report, training materials and compliance reports, etc. Provide recommendations to management on the formulation of policy, procedure, and program alternatives. Use independent judgement to conduct research, collect data and prepare summary of statistical data for POSED. Provide input for program and/or project implementation. Compile requested information for various drills as required. Special assignments or projects as directed by the Deputy Director, Lieutenant, and/or supervisor. Attend training and perform other job related duties as required.
- 5% Complete various drills as required.. Special assignments or projects as directed by supervisor. Attend training and perform other job related duties as required

<b>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<b>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b>		
<b>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 or relief, to equalize peak work periods or otherwise balance the workload.</b>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE