

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Human Resources		POSITION NUMBER (Agency-Unit-Class-Serial) 065-570-5157-709		MCR / HCR 1
DIVISION / UNIT Division of Administrative Services Human Resources Workforce Development and Digital Innovation		CLASSIFICATION TITLE Staff Services Analyst (General)		
		WORKING TITLE Telework/Training Coordinator		
		TIME BASE / TENURE P/FT	CBID R01	WWG 2
LOCATION Sacramento, CA 95811		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

Under direction of the Chief, Workforce Development and Digital Innovation, in a customer service focused team environment, the Training Coordinator tracks and schedules trainings for Human Resources (HR) employees using the Learning Management System (LMS) and acts as the first line of support for HR employees regarding trainings, serves as HR's backup Telework Coordinator, and assists with processing Governance Risk Compliance (GRC) requests for Business Information Systems (BIS) access statewide.

GENERAL STATEMENT

The Training Coordinator is granted administrative access to the LMS and works congruently with the CDCR Training Portal Support Team within the Office of Training and Professional Development (OTPD) to maintain integrity of the system. Incumbent must be able to communicate effectively and professionally (both orally and in writing); provide excellent customer service to HR employees; and develop and maintain knowledge and skills related to training specific tasks, tools, and equipment. As HR Telework Coordinator and back up statewide coordinator, works with HR and other program areas. The incumbent is expected to utilize the BIS on an ongoing basis as required by their position and duties, which may vary. The Training Coordinator is expected to prepare a variety of documents using Microsoft Suite, including Word, Excel, PowerPoint.

% 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.**

40%

The incumbent serves as HR's Telework Coordinator and back-up to the Human Resources Statewide Telework Coordinator (STC). Prepares and submits monthly telework reports to STC and assists in developing and submitting statewide reports to applicable control agencies, such as the Department of General Services. Tracks and ensures all HR staff eligible to telework have updated telework agreements on file; review telework agreements to ensure compliance with the Department's Telework Policy and ensure annual telework agreement review compliance. Retain telework agreements per retention schedule. Makes recommendations for revisions to the Department's Telework Policy and procedures. Advises HR management on telework policy requirements. Serves as HR's LMS Coordinator and collaborates with HR managers and supervisors, and the Training & Change Management (TCM) unit to enroll staff in annual mandatory In-Service Training; updates LMS and obtains attendance reports to mark training completion in LMS. Transfer LMS profiles to receiving programs/institutions when staff transfer from HR. Assist HR employees promptly and accurately with LMS troubleshooting as needed.

Communicate telework updates and reporting requirements to HR Chiefs. Participate in monthly OTPD

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25%	Training Coordinator conference calls. Disseminate pertinent training opportunity emails received from OTPD to HR Chiefs and to HR staff and notify HR employees of required training. Upon request, collaborate with HR trainers to develop, complete, and submit Course ID request forms to CDCR Training Portal Support for new courses that need to be tracked in LMS.
20%	Review and process HR employee training requests in a timely manner. Coordinate HR employee enrollment in Out-Service Training (OST) courses, track attendance, provide OST certificates to HR Admin Unit (HRAU) and work with HRAU to ensure timely vendor payment.
10%	Track training compliance using spreadsheets, SharePoint, and LMS. Run LMS training compliance reports, upon executive or management request, and distribute as needed. Retain records of CDCR 844 Training Participation Sign-In Sheets, when applicable. Ensure HR employee training records are current and employee information is correctly reflected in the LMS. Process Governance Risk Compliance (GRC) requests for institution and HQ staff. Remove previous roles/access as GRC requests are received. Work with Business Information Systems (BIS) Security to process GRC requests, if necessary.
5%	OTHER DUTIES: Perform administrative duties including, but not limited to: adhere to Department policies, rules, and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison inmates, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in telework reporting to Department of General Services and training reporting and scheduling. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, inaccurate training reports and records, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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