

<b>Classification Title:</b> ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	<b>Branch/Division/Bureau:</b> ADMINISTRATION AND LICENSING SERVICES BRANCH / HUMAN RESOURCES MANAGEMENT DIVISION
<b>Working Title:</b> Training Analyst	<b>Office/Unit/Section/Geographic Location:</b> INNOVATION & DEVELOPMENT BUREAU/DEPARTMENTAL TRAINING UNIT//SACRAMENTO (300)
<b>Position Number (13 Digit):</b> 413-191-5393 011	<b>Conflict of Interest Position:</b> NO
<b>Employee Name:</b>	<b>Effective Date:</b>

**BASIC FUNCTION:**

Under the general direction of the Training Manager, Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) serves as a lead analyst in processing training expenditure requests and invoices in order to facilitate the department's training objectives. The AGPA will also serve as a back-up to other analysts within the Departmental Training Unit to schedule departmental staff for trainings, working with vendors and maintaining the Learning Management System (LMS) database. The incumbent may, on occasion, assist with providing internal presentations or trainings.

**ESSENTIAL FUNCTIONS\***

- 40% Performs the most complex technical analytical administrative functions related to the Departmental Training Unit that include registering participants for training courses, verifying billing details, initiating and renewing contracts, invoices, and maintaining database and vendor lists. Works in the LMS to register and track mandatory training and employee training requirements and compliance. Conducts training needs assessments, as necessary, utilizing both formal and informal methods (surveys, course evaluations, etc.). Generates reports, and makes recommendations to management regarding training needs. Processes Training Expenditure Requests (TERs), which includes review and editing of TERs, creation of forms to facilitate payment of TERs and coordinates with the Accounting Services Bureau to complete payment to vendors for external courses provided to California Department of Insurance (CDI) employees. Tracks mandated leadership training hours, including required initial appointment and biennial continual certification requirements, and prepares submits reports to management to ensure requirements are met timely by all staff.
- 30% Collaborates with other analytical staff within the unit to create online

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25% trainings using Storyline; this includes conducting research on various subject matters, developing, drafting, and/or conducting presentations, including but not limited to New Employee Orientation, and any other training functions needed to help complete the training plan.  
Administers, develops and maintains the LMS for all CDI employee users and contracted instructors. Serves as a subject matter expert to provide updates and maintenance for the LMS. Works with LMS users to identify problems, assess issues and define business requirements to implement system improvements. Develops, evaluates, updates, and recommends policies and procedures in support of CDI's training program, LMS, and compliance training requirements.

**MARGINAL FUNCTIONS**

5% Participates in meetings and projects to identify training needs, goals, and objectives and provides guidance to staff and managers utilizing virtual meeting tools. Makes recommendations to CDI management that will address emerging training needs throughout the department and identifies appropriate solutions. Performs other job-related duties as required.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- The incumbent must be able to work in a high-rise building.
- Eligible for telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Employee Signature

Date

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Printed Name

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**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

Date

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Printed Name