

STATE OF CALIFORNIA
DUTY STATEMENT

CALIFORNIA PRISON INDUSTRY AUTHORITY

1. Institution/Division/Office CALPIA-Administration		2. Unit/Industry Staff Development	
3. Classification Title Staff Services Analyst		4. Proposed Incumbent (if known) Vacant	
5. Current Position Number (Agency-Unit-Class-Serial) 063-044-5157-804		6. Effective Date	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under supervision of the Training Manager (Staff Services Manager I), this position functions as a Training Specialist and is responsible for assisting with organizing, developing, coordinating, and conducting training programs and for supporting the management of CALPIA's training program. Typical training programs include but are not limited to: mandatory in-service training, leadership development, comprehensive supervisory training, professional technical training, and comprehensive new employee orientation programs. Work Schedule: Monday – Friday 8:00 a.m. – 5:00 p.m.			
8. Percentage (%) of time performing duties:		9. 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. (Use an additional page if necessary)	
40%		ESSENTIAL FUNCTIONS	
20%		Assists the Training Manager in performing a wide variety of complex, technical analytical assignments and responsibilities pertaining to staff development. Assists in training facilitation, coordination and presentation of training related programs and activities in accordance with CALPIA's goals, coordinates with CALPIA staff in designing curriculum, online modules, and materials. Monitors training programs for adherence to Department needs, standards and expectations. Develops new training based on assessment of current and future organizational needs.	
20%		Assists with researching, gathering, and analyzing data to manage compliance of state mandated training requirements. Provides database maintenance of training records for CALPIA employees, troubleshoots database discrepancies, and provides quarterly compliance data for Executive reporting. Conducts research for mandated training, professional development training courses and employee training plans. Functions as a contract manager to provide external training programs and other related services, reviews and processes various monthly payment requests, tracks expenditures against budgeted and projected expenses.	
15%		Supports and assists with performing analytical studies to identify training needs, proficiency requirements, certifications, and competencies, supports and assists with the more specialized, complicated assignments such as the CalHR Leadership Development mandated training for managers, supervisors and CEA's.	
		Assists with monitoring and evaluating training programs for adherence to CALPIA standards, expectations, needs and contract compliance.	
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10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:			
PRINT EMPLOYEE'S NAME		EMPLOYEE'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME Kimberley Sly		SUPERVISOR'S SIGNATURE	DATE
HR APPROVAL NL 12/27/2023			

