

**STATE OF CALIFORNIA  
DUTY STATEMENT**

**CALIFORNIA PRISON INDUSTRY AUTHORITY**

1. Institution/Division/Office CALPIA-Administration	2. Unit/Industry Staff Development
3. Classification Title Associate Governmental Program Analyst	4. Proposed Incumbent (if known) Vacant
5. Current Position Number (Agency-Unit-Class-Serial) 063-044-5393-804	6. Effective Date

7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:  
Under direction of the Training Manager (Staff Services Manager I), this position functions as a Training Specialist and is responsible for 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)
	<b>ESSENTIAL FUNCTIONS</b>
40%	The Training Specialist 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 training 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%	Independently researches, gathers, and analyzes 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. Independently 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.
20%	Demonstrates a high level of independent critical thinking and communication skills in performing analytical studies to identify training needs, proficiency requirements, certifications, and competencies or perform the more specialized, complicated assignments such as overseeing the CalHR Leadership Development mandated training for managers, supervisors and CEA's.
15%	Assists with monitoring and evaluating training programs for adherence to CALPIA standards, expectations, needs and contract compliance.
	(Continued on Page Two)

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 3/4/2025		

<p>8. Percentage (%) of time performing duties:</p> <p>5%</p>	<p>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.</p> <p>(Continued from Page One)</p> <p style="text-align: center;"><b>MARGINAL FUNCTIONS</b></p> <p>Participates in professional training programs and workshops to improve knowledge and proficiency; other job-related duties as required. This position may be required to travel throughout the State for up to 10% of the year.</p> <p style="text-align: center;"><b>ADDITIONAL EXPECTATIONS</b></p> <p>The incumbent has a strong working knowledge of Microsoft Outlook, PowerPoint, Excel, and Word. Must possess initiative, strong organizational and communication skills, the ability to work well under pressure and effectively multi-task.</p>
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