

Current Proposed

Classification Title Staff Services Manager I (Specialist)	Division/Unit Workforce Development and Special Projects Statewide Learning and Performance Management
Working Title Statewide Talent Development Consultant	IT Domain (if applicable)
Position Number 363-920-4800-xxx	Effective Date
Name	Date Prepared 05/22/2018

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for all issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of the Staff Services Manager II, the Statewide Talent Development Consultant ensures that state government has a robust talent development program. The incumbent will design, develop, and deliver training using best practices. The incumbent conducts research and consults with agency and department training program managers, state leadership, and academia to identify California workforce development needs and standards. He/she will also deliver a variety of leadership, analytical, soft, and firm skills training on a variety of topics. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

35% Develop employee training, curriculum, resources and cost-effective delivery methods. – (E)

Consults with internal and external stakeholders regarding best practices for curriculum development. Leads collaborative efforts with statewide training and workforce planning partners, the statewide training ad hoc committee (California Network of Learning Professionals or CNLP), agency and department leaders, division colleagues and training partners to design, develop, implement, evaluate and continuously renew the state's approach to developing employee competencies. This includes creating statewide employee development curriculum, tools, resources and other creative classroom and non-classroom solutions for developing employee competencies. Collaborates with others to develop the infrastructure to support cost-effective delivery of employee development training alternatives, including; budgeting, course marketing, participant enrollment processes, and faculty contracting.

30% Deliver employee development training – (E)

Provides subject matter expertise and delivers statewide employee training from curriculum developed by internal or external sources. This includes creating sustainable instructor support materials (training for trainers and instructor handbooks) to ensure sustainable training.

20% Managing and measuring employee training execution, delivery, effectiveness and compliance. – (E)

Creates and oversees strategies to ensure training effectiveness. This includes collecting and analyzing data to periodically validate the relevance of leadership and staff development competencies and assessing competency-related training and development needs by leveraging data from training needs assessments, department leadership, training evaluations and other sources. Establishes key performance indicators for measuring the effectiveness of the statewide employee development program.

15% Communication, education and outreach – (E)

Collaborates with CNLP, vendors, partners and stakeholders to build and facilitate an employee development community of practice for state employees to share best practices and experience. Provides expert advice and consultation to help organizations address challenges and achieve their employee development goals and objectives. Prepares and delivers informative and educational employee development presentations and workshops. Keeps up with employee development industry trends in order to propose innovative solutions for maximizing the effectiveness of workforce development initiatives. Works collaboratively with division staff to design, produce and review a wide variety of division marketing and communication deliverables.

Supervision Received

The Statewide Talent Development Consultant reports directly to and receives the majority of assignments from the Statewide Talent Development Program Manager (Staff Services Manager II); however, direction and assignments may also come from the Statewide Learning and Performance Management Program Administrator (Staff Services Manager III.)

Supervision Exercised

None

Special Requirements / Desirable Qualifications

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Ability to operate standard office equipment such as, but not limited to: a personal computer (desk top or lap top models), paper shredder, basic calculator, document system (copier, facsimile, imaging).
Ability to move training materials and equipment, including boxes up to 25 pounds.

Working Conditions

Professional office environment. Ability to sit in a normal seated position for extended periods of time.
Ability to effectively handle stress and deadlines.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

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 Personnel analyst.)

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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

Supervisor Signature	Supervisor Printed Name	Date