

Current Proposed

Classification Title Staff Services Manager I	Division/Unit Workforce Development and Special Projects/Statewide Training Center
Working Title E-learning Consultant	IT Domain (if applicable)
Position Number 363-920-4800-004	Effective Date
Name	Date Prepared December 12, 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 e-learning Consultant evaluates and updates existing e-learning products, develops new products, and provides leadership to departments on the development, implementation, and administration of e-learning programs and products. Duties include, but are not limited to, the following:

Job Functions

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

35% Develop new e-learning products – (E)

Consults on the development and delivery of e-learning products, which can include webinars, computer based training or CBT and interactive e-learning. Collaborates with internal and external partners to identify the best e-learning strategy, then develops, delivers and assesses e-learning training products. Uses the ADDIE (analyze, design, develop, implement and evaluate) instructional design process, training needs assessments, adult learning principles and web-based training/technology best practices to deliver learning.

35% 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% Continually evaluate and refresh CalHR's existing e-learning products - (E)

Collaborate with CalHR and state colleagues to continually evaluate CalHR's existing e-learning products and ensure these products are relevant. This includes determining the appropriateness of existing products, then developing and implementing a plan to redesign, update, and disseminate appropriate e-

learning products that incorporates ADDIE, adult learning principles, and is accessible for people with disabilities.

10% Facilitates statewide e-learning sharing, collaboration and guidance – (E)

Works collaboratively with the statewide training ad hoc committee (California Network of Learning Professionals or CNLP) and its e-learning special interest group (SIG) to support the state’s training community. The incumbent keeps up with employee development industry trends, shares innovative ideas and best practices with the statewide training community and consults with departments on strategies for developing and improving e-learning programs to ensure it is engaging and accessible for people with disabilities. Provides expert advice and consultation to help organizations achieve e-learning goals and objectives and work through challenges.

Supervision Received

The e-learning Consultant reports directly to and receives the majority of assignments from the Talent Development Program Manager (SSM II), however, direction and assignments may also come from the Statewide Training Center Program Administrator (Staff Services Manager III) and the Division chief.

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 use WebEx and Articulate in the development of e-Learning and webinars. 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.

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