



Duty Statement

JC-168372

Classification: **Associate Governmental Program Analyst**

Position Number: **275-330-5393-023**

HCM#: **2788**

Branch/Section: **Human Resources Division, Talent Engagement and Development Section, Leadership Development Unit**

Location: **Sacramento**

Effective Date: **August 9, 2019**

Working Title: **Leadership Development Consultant**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: Yes No

Under delegation from the California Department of Human Resources (CalHR), the State Personnel Board (SPB), and the State Controller's Office (SCO), the CalPERS Human Resources Division (HRSD) is responsible for the classification, progressive discipline, recruitment and selection, staff training, leadership development, personnel transactions, workers' compensation, employee relations, and reasonable accommodations functions.

Under the direction of the Leadership Development Staff Services Manager I (SSM I), the Leadership Development Consultant works as part of a team that administers a highly visible portfolio of learning and development opportunities for CalPERS leaders. The employee occupying the position performs the following duties:

Essential Functions

- 35% Lead and contribute as a team member to the design, implementation, coordination, and facilitation of leadership development programs and offerings. Review and provide input on courses, activities, training tools, and materials prepared by external instructors, consultants, and subject matter experts to ensure alignment with CalPERS competencies, standards, and objectives. Identify vendors to assist in delivering learning and development services and prepare related contracts and funding documents. Modify or implement new programs and manage events through project plans that include: deliverables, schedule, roles/responsibilities, and communications.
- 20% Evaluate the effectiveness and value of leadership development programs and offerings and make recommendations for changes. Collect quantitative data and utilize strong analytical skills to look for patterns and trends. Collect qualitative data and anecdotal evidence by leveraging relationships with leaders. Synthesize data and articulate to others what conclusions can be drawn and how the findings should be used to inform decision making about program offerings and practices. Explore program issues independently and through team discussions and utilize a systems-thinking approach that considers the larger business context and stakeholder perspectives to formulate alternative solutions.
- 20% Consult with individual leaders and leadership teams using subject matter expertise in CalPERS' leadership training and development practices, programs, and policies. Confidently and credibly partner with leaders to diagnose their needs, provide recommendations, implement solutions, and support the desired outcome. Facilitate structured learning sessions for groups of leaders; lead discussions and pose questions that deepen and reinforce their capacity reflect, generate novel insights, integrate new information, and make conscious

enhancements to their leadership behaviors. Monitor the team's resource mailbox and answer inquiries in a timely and accurate manner.

- 10% Work in partnership with the Learning Technology and Design team, utilizing analytical and technical skills to manage leadership program content in CalPERS' Learning Management System (GoLearn). Develop and update leadership program course content, classes, and class participation information. Produce class rosters, evaluations, and completion certificates. Manage audience groups associated with leadership program content. Utilize GoLearn and Excel to generate on-demand analytics reports, perform data analysis, and provide compliance status reporting and performance metrics.
- 10% Maintain familiarity with government code and CalHR policy related to leadership training and development. Conduct analysis on impact of new or revised code and policy on CalPERS leader development policies and practices. Present well researched recommendations for action that incorporate and balance the needs of the organization with external requirements. Demonstrate solid understanding of CalPERS leader training and development policies and procedures when carrying out work and making decisions. Maintain familiarity with leadership learning and development best practices and trends through review of research published by industry experts. Identify potential applications to CalPERS' leader development practices and programs.

Marginal Functions

- 5% Facilitate and actively participate in meetings with immediate team, cross-division partners, and cross-enterprise partners. Develop and maintain leadership development content on CalPERS intranet utilizing Microsoft SharePoint. Assist in the development and stewardship of the unit's budget by planning for expenses and ensuring accurate and timely records are kept. Prepare written communication (i.e. email, talking points, memorandums, policy) which is accurate, concise, complete, targeted, and consistent with the required format. Participate on Human Resources Division-level project teams that have a leadership development component.

Knowledge, and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

Desirable Qualifications

- Experience in leader learning and development theory and application
- A growth mindset, heightened self-awareness, and ability to self-reflect
- Demonstration of resilience, comfort, and positivity in an environment characterized by change and ambiguity
- Strive to learn and take initiative in seeking information and quickly become a subject matter expert on new topics
- Proven ability to exhibit professionalism, confidence, and poise when interacting with leaders at all levels
- Demonstrated flexibility and excellent discretion in prioritizing and executing high quality work under tight deadlines
- Communication skills that demonstrate strong emotional intelligence
- Concise and thoughtful business writing skills
- Strong research and analysis skills
- Experience leading projects and programs and utilizing project management principles

- Experience working closely and cooperatively with team members and business partners
- Ability to work independently and make sound decisions and recommendations that demonstrate critical thinking

Working Conditions

- Occasional daytime offsite travel within the downtown Sacramento area.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name:

Employee Signature: _____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:**