

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Staff Services Analyst		WORKING TITLE Staff Services Analyst	
UNIT/DISTRICT/LOCATION Training and Employee Development Section		POSITION NUMBER 290-332-5157-900	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISION EXERCISED	

Job Requirements

Knowledge of:

- Principles, practices, and trends of public administration and organization management
- Methods and techniques of leadership
- Methods and techniques of project facilitation
- Organization of the Board of Equalization (BOE)
- BOE training policies and procedures
- BOE training course
- Principles of verbal and written communications
- Budget process
- Data Security and Confidentiality policies

Ability to:

- Apply the above
- Independently use reference materials
- Analyze data, draw sound and logical conclusions, and present information, ideas, and alternative solutions effectively, both orally and in writing
- Prepare clear, concise, and accurate reports
- Create and maintain cooperative working relations with all levels of manage, staff, and the public
- Proficiently use a personal computer, including various software (such as MS Office) for report writing and data analysis
- Manage multiple and/or changing priorities in a heavy workload situation, follow through and ensure deadlines are met
- Exercise initiative and originality
- Assume and demonstrate responsibility for decisions and actions related to various aspects of the administration of BOE's Training Program
- Exhibit strong customer service skills
- Travel overnight on occasional basis

Desirable Qualifications

- A demonstrated interest in assuming increasing responsibility

Statement of Position 290-332-5157-900

Under the general direction of the Staff Services Manager I, Training and Employee Development (TED), incumbent is responsible for working with management in supporting the analysts in the unit in a wide variety of consultative and analytical staff services assignments. The incumbent is responsible for working with management in identifying training needs for BOE staff and the methods to meet and exceed those needs; assisting in the management of the training record data base; serving as liaison with various community colleges in offering courses to BOE employees for Upward Mobility, specifically in areas such as Business Law and Accounting; scheduling future course offerings to ensure the training needs of BOE employees are met; preparing marketing material for TED course offerings to ensure adequate enrollment; maintaining the eBOE intranet website; training BOE personnel in a variety of subjects.

Candidate must be able to perform the essential job functions (*) with or without reasonable accommodations.

PERCENTAGE OF TIME SPENT	DUTIES
20%	*Serve as back-up to the Analyst working on the Learning Management System, including setting up class sessions and providing support to the users.
20%	*Evaluate possible online training programs and work with trainers to determine curriculum that would be a good fit for this medium. Work with trainers on developing these programs and in reviewing course content and flow.
20%	*Prepare reports, makes recommendations on policies and procedures and complete a variety of analytical assignments as requested by management. Work with other Training Section staff in assessing employee training needs, researching and recommending appropriate training for staff and management. Communicate on a regular basis with the Training Section manager as to status of ongoing projects. This includes reviewing and updating all training material, with input from other trainers, as necessary.
15%	*Coordinate the various offerings by BOE for Upward Mobility, such as the Business Law classes offered through Community Colleges; maintain the data on the special management offerings through IGMS and CSU-Sacramento's Leadership program for annual enrollments.
10%	*Train BOE staff in a variety of subjects, as required.
10%	*Write descriptive marketing for the website as well as for distribution on TED course offerings. Maintain the TED intranet site with updated calendars, course offerings and relevant online training.
5%	*Act as back-up Training Coordinator for Board Member Offices.

I have read this duty statement and fully understand my assigned duties.

EMPLOYEE'S SIGNATURE	DATE
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I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE	DATE
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