

STATE BOARD OF EQUALIZATION DUTY STATEMENT

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

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 courses
- Training resources available to BOE
- 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 management, 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

Under the supervision of the Staff Services Manager I, Training and Employee Development, the Staff Services Analyst performs work of average difficulty 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, methods to meet and exceed those needs; and serves as a trainer for BOE while performing varied analytical work related to the Board of Equalization's internal and external training programs.

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

PERCENTAGE OF TIME SPENT	DUTIES
70%*	In coordination with the other Training Officers, organize, develop, and present training activities/programs designed to enhance the productivity of BOE's workforce. Design, develop, conduct, update, schedule, and evaluate training courses to meet the BOE Training requests for employees. This includes consulting with numerous internal and external resources and developing and updating all materials necessary for BOE's agency-wide training program. Materials include instructional objectives, instructor guides, learning aids and participant materials. BOE's training program includes top and middle management development, comprehensive supervisory training, professional and technical training, specialized training and comprehensive orientation programs.
20% *	Continually assess the effectiveness of training classes, develop and recommend for approval changes or additions to departmental training policies. Prepare reports, makes recommendation on policies, procedures and completes miscellaneous analytical assignments as requested by management. Work with other Training Section analysts 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 and debrief on training classes conducted Board wide.
10%	Handle miscellaneous, job-related tasks requested by Training management.

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

EMPLOYEE'S SIGNATURE

DATE

I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE

DATE
