

## STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION <b>Associate Governmental Program Analyst</b>		WORKING TITLE <b>Associate Governmental Program Analyst</b>	
UNIT/DISTRICT/LOCATION <b>Training and Employee Development Section</b>		POSITION NUMBER <b>290-332-5393-900</b>	
SEERA DESIGNATION <b>Rank and File</b>	BARGAINING UNIT <b>01</b>	WORK WEEK GROUP <b>2</b>	CERTIFICATES REQUIRED <b>None</b>
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISION EXERCISED <b>May as as lead person</b>	

### 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 Microsoft 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 290-332-5393-900

Under the general direction of the Staff Services Manager I, Training and Employee Development (TED), incumbent is responsible for working with management in managing the training record data base for integrity of employee training records and supporting users of the system; planning and coordinating Professional Development Days for all four districts as well as headquarters on an annual basis, including selecting venues, speakers, and managing registration; identifying training needs for BOE staff, as well as the methods to meet and exceed those needs, while performing varied and complex analytical work related to the Board of Equalizations 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
30%	*Ensure learning management system (LMS) is correctly configured and administered. Verify that data integrity is maintained. Draft the schedule for all classes offered by TED, with input from District offices and departmental training plans. Ensure the LMS interfaces with other systems are functional. Plan and implement ongoing maintenance. Lead efforts to identify, troubleshoot, and resolve LMS-related problems. Research and resolve problems, unexpected results or process flaws and recommend solutions or alternate methods. Act as liaison among BOE partners, users, training coordinators, management, and vendor. Train new users as necessary. Create regular and ad hoc reports.
20%	*Serve as primary contact in the coordination of Professional Development Days (PDD) for all four districts as well as Headquarters, including, but not limited to researching appropriate venue locations and negotiating costs and services involved, recommending keynote speakers (as appropriate), working closely with each District Administrator to ensure that the goals of the District's PDD are met, developing agendas, preparing biographical information on presenters, developing the program, coordinating all materials necessary for the events.
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.
10%	*In coordination with Staff Services Manager I, research and recommend presenters for the quarterly Speakers' Corner program. Included with this task would be the coordination of contracts, Board Room reservations, video streaming, marketing, and other duties.
10%	*Act as Training Coordinator for Board Member Offices.
10%	In collaboration with training staff colleagues, incumbent may provide training on Microsoft Office applications. 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