

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Associate Governmental Program Analyst		Training Officer	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
Training and Employee Development Section		290-332-5393-006	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Rank and File	01	2	None
FIGNER PRINTS REQUIRED		SUPERVISION EXERCISED	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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 knowledge
- 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 290-332-5393-006

Under the general direction of the Staff Services Manager I, Training and Employee Development (TED), the incumbent is responsible for working with management in identifying training needs for BOE staff, determining methods to meet and exceed those needs; and serve as a trainer for BOE while performing varied and complex analytical work related to the Board of Equalization's internal and external training programs. Travel may be required at a minimum 15% of the time.

Incumbent must be able to perform the essential job functions with or without reasonable accommodation.

PERCENTAGE OF
TIME SPENT

DUTIES

Essential Job Functions

- 40% Present training activities/programs designed to enhance the productivity of BOE's workforce. BOE's training program includes top and middle management development, comprehensive supervisory training, professional and technical training, specialized training and comprehensive orientation programs.
- 40% Independently design, develop, new training classes for BOE, as well as evaluate and update existing training. This includes consulting with numerous internal and external resources Development of materials include instructional objectives, instructor guides, learning aids and participant materials.
- 20% Continually assess the effectiveness of training classes, develop and recommend for approval changes or additions to departmental training policies. Prepare reports, policies, procedures, and miscellaneous analytical assignments as requested by management.

Handle miscellaneous tasks requested by Training management. Communicate on a regular basis on Training Section manager as to status of ongoing projects and debrief on training classes conducted Board wide.

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