

## DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION <b>Associate Governmental Program Analyst</b>		WORKING TITLE <b>Associate Governmental Program Analyst</b>	
DEPARTMENT/DIVISION/DISTRICT/UNIT <b>HRD/Training and Employee Development Section</b>		SPECIFIC LOCATION ASSIGNED TO <b>OPUS - Sacramento, CA</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 checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED <b>None</b>	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) <b>290-332-5393-001</b>	
<i>The mission of the State Board of Equalization is to serve the public through fair, effective and efficient tax administration.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the 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 Board of Equalization (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 of 15% of the time. <b>Candidate must be able to perform the following essential job functions with or without reasonable accommodation.</b>			
PERCENTAGE OF TIME SPENT	DUTIES		
30%	<b><u>ESSENTIAL JOB FUNCTIONS</u></b> Prepare the Annual Training Plan (ATP) for all employees at BOE to establish the required/requested courses that the TED should be prepared to offer. Maintain all Administrative Bulletins, Circulars, and Board of Equalization Administrative Manual (BEAM) updates as they relate to training. Generate monthly statistical reports reflecting trends in class attendance and demand. Prepare year-end report on training program for presentation to management. Prepare semi-annual schedule of classes to be offered.		
20%	In coordination with the Training Officers, organize, develop, and present training activities/programs designed to enhance the productivity of BOE's workforce. Independently 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. Travel may be required.		
20%	Assist in the support of the Learning Management System. This includes, but is not limited to, generating reports, entering data, updating employee records.		
20%	Prepare contracts and purchase documents for the TED Section. Serve as the Budget Approver for all HR purchasing and contracts. Serve as Training Coordinator liaison for BOE. Update all training information for intranet site.		
10%	<b><u>MARGINAL JOB FUNCTIONS</u></b> Perform other job related duties as necessary.		
<b>WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):</b>			
<b>Work Environment:</b>			
<ul style="list-style-type: none"> <li>Office setting with high partitions</li> </ul>			

**290-332-5393-001**

**Physical Abilities:**

- Daily use of computer and phone
- Project voice in a training environment
- Ability to remain in a stationary position for extended periods of time in a classroom setting

**Additional Requirements/Expectations:**

- Travel may be required statewide and/or to offices in Chicago, New York, or Houston.

***I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.***

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
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***I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.***

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
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HRD Approval Date: 11/20/15	C&P Analyst Initials: HV
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