

DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Associate Governmental Program Analyst		WORKING TITLE Associate Governmental Program Analyst	
DEPARTMENT/DIVISION/DISTRICT/UNIT HRD/Training and Employee Development Section		SPECIFIC LOCATION ASSIGNED TO OPUS - Sacramento, CA	
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	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-332-5393-001	

The mission of the State Board of Equalization is to serve the public through fair, effective and efficient tax administration.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Staff Services Manager I, Training and Employee Development (TED), the Associate Governmental Program Analyst performs the more responsible, varied, and complex assignments. The incumbent is responsible for working with management in identifying training needs for BOE staff, preparing statistical reports reflecting trends in class attendance and demand, and scheduling all classes offered by TED. The incumbent will also be responsible for generating any contracts and purchase documents for TED, as well as act as a trainer for some classes offered by TED. Travel may be required at a minimum of 15% of the time.

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

PERCENTAGE OF TIME SPENT	DUTIES
30%	<u>ESSENTIAL JOB FUNCTIONS</u> 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%	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.
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.
10%	<u>MARGINAL JOB FUNCTIONS</u> Perform other job related duties as necessary.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- Office setting with high partitions

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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 Mary Tompkins	SUPERVISOR'S SIGNATURE	DATE
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HRD Approval Date: 12/07/15	C&P Analyst Initials: HV
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