Job Opportunity Bulletin

Post Date: 3/19/2013

JOIN THE DDS TEAM!
For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Please refer to:
Position #: 473-121-5194-001

Mail your application to:

Department of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Linda Newson

All applications will be screened and only the most qualified will be interviewed.

CONTACT INFORMATION

Name: Linda Newson
Number: (916) 322-9018

Email:
linda.newson@dds.ca.gov

DEPARTMENT OF DEVELOPMENTAL SERVICES
1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

TRAINING OFFICER II

Salary $5,079 - $6,127
Permanent, Full Time
FINAL FILING DATE: 4/2/2013

The Department of Developmental Services (DDS) Personnel Services Section is currently seeking a Training Officer II. DDS offers extensive training resources and learning opportunities for personal growth and career development. Personnel Services Section is responsible for ensuring the successful delivery and management of DDS wide learning resources. If you are interested and enjoy challenging assignments, we have an opportunity for you in the Personnel Services Section.

Under the management direction of the Chief of Human Resources, Personnel Services Section, the Training Officer II administers the Department's Headquarters' training and workforce management and succession planning programs. Duties include evaluation of department training needs by assessing needs of staff; provide oversight and technical training consultation to Developmental Centers and community Facility (DC/CF) and regional centers; maintain the training database and resource library; and provide oversight representative in various forums such as the Statewide Training Officer's Workforce Management and Session Planning forums. Serve as the department's Filing Officer for Conflict of Interest, Form 700.

The incumbent must demonstrate the ability to act independently, display open-mindedness and creativity, flexibility and tact; have the ability to work well with all levels in the organization and have excellent communication skills, both oral and written. For complete duties, please see the duty statement below.

Desired Knowledge and Abilities:

- Knowledge of the principles and practices of adult learning.
- Knowledge of training needs assessment concepts and techniques.
- Skill to effectively develop and deliver training in both business skills and desktop education.
- Skill to develop training materials and activities.
- Ability to use various office methods and equipment, including experience with personal computers utilizing Microsoft Outlook, Word, Excel, Power Point.
- Ability to effectively communicate orally and in writing.

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are interested in being a part of our DDS team, please submit a STD. 678 Application and Statement of Qualifications on or before the final file date. Please include the basis of your eligibility in the ***'Explanations'*** section and position **#473-121-5194-001** in the ***'Job Title'*** section of your application.

DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
HUMAN RESOURCES AND SUPPORT SERVICES BRANCH

DUTY STATEMENT

JOB TITLE: Training Officer II

GENERAL STATEMENT OF DUTIES: Under the management direction of the Chief of Human Resources, Personnel Services Section, the Training Officer II administers the Department's Headquarters' training and workforce management and succession planning programs. Duties include evaluation of department training needs by assessing needs of staff; provide oversight and technical training consultation to Developmental Centers and Community Facility (DC/CF) and regional centers; maintain the training database and resource library; and provide oversight of the annual training budget allocation. Participate and serve as the Department's representative in various forums such as the Statewide Training Officer's and Workforce Management and Succession Planning forums. Serve as the department's Filing Officer for Conflict of Interest, Form 700.

SUPERVISION RECEIVED: The Training Officer II reports directly to the Chief of Human Resources in the Personnel Services Section.

TYPICAL PHYSICAL DEMANDS: Work on personal computer 80% of the time, occasionally required to lift and carry objects weighing up to 25 pounds and some travel to the DCs/CF.

TYPICAL WORKING CONDITIONS: Open-spaced partitioned office with smoke-free environment.

DUTIES:

30% Serve as the lead in the Department's workforce management and succession planning programs. Possess an understanding of the basic principles of succession planning to implement a training program for effective succession planning. Collaborate with subject matters experts to identify workforce gaps to determine applicable training related to succession planning and workforce management.

15% Act as the Department's representative in Agency workforce groups. Coordinate the Department's succession plan in accordance with the California Health and Human Services Agency.

10% Provide oversight, coordination, and technical consultation to the DCs/CF on their workforce management and succession planning program. Represent at the Statewide Workforce Management and Succession Planning Forum.

30% Serve as the Department's Training Officer by collaborating with executive staff, managers and supervisors in the coordination and development of the department's Annual Training Plan. Provides coordination and oversight for the scheduling, delivery and tracking of all training for Department Headquarters. Consults with training vendors to provide appropriate training for the Department's needs. Provides expert consulting to managers, supervisors, and staff concerning their training needs and questions. Plans, develops, schedules and conducts, where appropriate, training for staff at Department Headquarters. Maintain the training database and resource library and provide oversight of the annual training budget allocation. Represent DDS at Statewide Training Officer's forum.

10% Provide training oversight and consultation to the developmental centers training representatives and serve as subject matter expert to the developmental centers training representatives.

5% Serve as the Headquarters' Filing Officer for Conflict of Interest, Form 700. Ensure completion of Form 700 for Annual, Appointment and Leaving transition. Work closely with the Fair Political Practices Commission in answering employee questions. Update position categories and statute while working with Fair Political Practices Commission and Office of Administrative Law.