



State of California

Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

Duty Statement

Current Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	Strategy, Partnerships & Training
Classification	Staff Services Manager I (Specialist)
Working title	CalAcademy Curriculum Design Lead
Position number	374-100-4800-XXX
Prepared date	
Effective date	
Name	Vacant

General Statement

Under general direction from the CalAcademy Training Program Manager (Staff Services Manager III), the CalAcademy Curriculum Design Lead (Staff Services Manager I (Specialist)) will collaborate on and administer a training program in user research, design, data practices and other disciplines that will enable the state workforce to better serve Californians. The incumbent will lead the execution of a curriculum that fosters an understanding of human centered design, modern data and other disciplinary best practices among state leadership and upskills state staff performing across a variety of related job types (Information Technology, Data, Design, Communications, etc.). The CalAcademy Curriculum Design Lead will create training that ensures state entities learn operational patterns consistent with modern and innovative user research, design, data practices and other disciplines to effectively achieve program goals and measure success.

Essential Functions

%	Description
45%	<p>Collaborates with internal subject matter experts and external stakeholders on curriculum development for the CalAcademy Training Program.</p> <p>Collaborates with internal ODI subject matter experts on course creation via internal development or contracted services and will modify existing data curriculums from other civic tech government agencies, such as United States Digital Service (USDS), 18F, and non-profits like Code for America.</p> <p>Develops course syllabi that defines course requirements, rationale, goals, and objectives including course learning outcomes.</p> <p>Develops curriculum and delivers training on modern UX design, user research, data, content design and other disciplinary best practices for state practitioners.</p> <p>Reviews and revises existing course outlines to align with training needs within ODI.</p> <p>Develops improvements on the current online and in-person professional development and train-the-trainer programs.</p> <p>Utilizes an LMS to coordinate, schedule, and close out courses, including updating rosters, uploading learning resources, and other administrative duties, as needed.</p>
35%	<p>Designs course assessment tools consistent with desired learning outcomes and identifies opportunities for quality improvements.</p> <p>Implements evaluation tools to measure overall program performance, including development of data collection methods and tools.</p> <p>Evaluates and assesses individual courses by designing course assessment tools consistent with course learning outcomes and identifies opportunities for quality improvements.</p> <p>Works closely with subject matter experts to create high quality, meaningful, hands-on, data driven tasks, activities, lessons, and projects.</p>
15%	<p>Supports a statewide culture of learning and innovation by facilitating the collaboration and sharing of talent development information with department and agency leaders, ODI's Innovation Community of Practice, and training partners.</p> <p>Seeks to maintain a culture of continuous improvement by ensuring state employees have access to high-quality, affordable, instructor-led, and e-learning training.</p>

Marginal Functions

%	Description
5%	Perform other administrative tasks or staff assignments as appropriate and required

Supervision Received

The CalAcademy Curriculum Design Lead (Staff Services Manager I (Specialist)) will report to the CalAcademy Training Program Manager (Staff Services Manager III).

Supervision Exercised

None

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date