



Office of Data & Innovation

Duty Statement

Current Proposed

Item	Position information
Office/Department	Office of Data & Innovation (ODI)
Unit/Section	Strategy, Partnerships & Training
Classification	Staff Services Manager III
Working title	CalAcademy Training Program Manager
Position number	374-100-4802-003
Prepared date	2/28/2023
Effective date	
Name	Vacant

General Statement

Under the general direction of the Deputy Director of Strategy, the CalAcademy Training Program Manager will develop and lead a training program in user research, design, and data practices that will enable the state workforce to better serve Californians. The incumbent will develop a curriculum that fosters an understanding of human centered design and modern data best practices among state leadership and upskills state staff performing across a variety of related job types (Information Technology, Data, Design, Communications, etc.). They will implement adult learning strategies and best practices to ensure our workforce has access to modern skill sets needed to improve services and internal operations. They will ensure that state entities learn operational patterns consistent with modern and innovative research, design, engineering, and analytics practices to effectively achieve program goals and measure success. The Program Manager will collaborate with the California Department of Technology (CDT), Office of Professional Development (OPD), and the CalHR Training Office to ensure training courses complement or enhance existing OPD and CalHR offerings. The Program Manager will also identify opportunities to collaborate with private sector, non-profit, and academic partners.

Essential Functions

%	Description
45%	<ul style="list-style-type: none"> ● Manages curriculum development and works with subject matter experts for all data, human-centered design, and technology curricula for the CalAcademy program. ● Drives course creation via internal development or contracted services and will modify existing curricula from other civic tech government agencies, such as United States Digital Service (USDS), 18F, and non-profits like Code for America. ● Develops course syllabi that define course requirements, rationales, goals, and objectives including course learning outcomes in line with subject matter requirements. ● Strategically develops course materials in data and innovation that meet the current and future needs of the California state workforce. ● Implements evaluation and performance metrics to measure overall program performance, including development of data collection methods and tools. ● Designs course assessment tools consistent with desired learning outcomes and identifies opportunities for quality improvements. ● Provides instructional support, including coaching and mentoring, to trainers to improve on existing data, design, research, and technology programs to incorporate successful adult learning approaches and practices. ● Partners with departments and identifies opportunities for ODI staff and/or vendors to embed and scale ODIs best practices and procedures. ● Leads and inspires program staff to deliver outstanding training programs and services in support of statewide efforts to develop and sustain a consistently skilled state workforce with the capability to serve the needs of Californians.
35%	<ul style="list-style-type: none"> ● Provides direct supervision to the CalAcademy team including, but not limited to, organizing, directing and reviewing work performed, recruitment and selection of staff, writing probationary reports and performance appraisals, managing performance and setting clear expectations for staff, approving time off requests, and other supervisory functions. ● Works in close collaboration with ODI’s Government Relations Manager to provide training materials that support clients engaged with the Data & Innovation Fund. ● Contributes to the development of course outlines on data, human centered design and technology skill building. ● Works closely with subject matter experts to create high quality, meaningful, hands-on, data-driven tasks, activities, lessons, and projects. ● Collaborates with the statewide Chief Learning Officer to identify and pursue opportunities for CalAcademy programs to be incorporated into other statewide training programs and Learning Management Systems (LMS). Identifies and recommends new training tools for use across the state.

%	Description
	<ul style="list-style-type: none"> Ensures that state employees have access to high-quality, affordable, instructor lead and e-learning trainings by developing and managing an annual program business plan and by seeking to maintain a culture of continuous improvement.
20%	<ul style="list-style-type: none"> Oversees the development and implementation of a program marketing and outreach plan that keeps customers informed of available training services and resources from ODI. 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. Represents ODI in talent development presentations and discussions with key stakeholder groups.

Supervision Received

The CalAcademy Training Program Manager will report to the Deputy Director, Strategy.

Supervision Exercised

The CalAcademy Training Program Manager oversees the CalAcademy Training team. The incumbent directly supervises a team of Staff Services Manager I's (Specialist).

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. The employee can work full-time from anywhere within California but will be required to work at the Sacramento headquarters regularly. Quarterly 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