California Housing Finance Agency
Job Opportunity

Training Officer

Salary Range	$4255 - 5172
Final File Date	Open Until Filled
Division	Administration Division, Training Unit
Specific Location	1415 L Street
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Suzanne Pratt 916-324-2538 or spratt@calhfa.ca.gov California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	Submit a standard State application form (resume may be attached) to: Suzanne Pratt California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. **Please specify that you are interested in position #135 on your application.**
Duties	Under the general direction of the Director of Administration, the Training Officer is responsible for directing and supporting the day–to-day work and special projects of the small but very busy Training Unit within the Administration Division. The major responsibility of the unit is to help achieve the Agency's business goals by providing professional growth opportunities for employees at all levels, and solutions to individual and organizational performance problems. In addition to expertise in the principles of adult learning, this position requires professionalism, tact, the ability to interact positively with all levels of staff, creativity, classroom charisma and an energetic personality. Occasional travel to the Agency's Culver City office may be required. Duties include: Essential Functions: 25% Develop long-range plans and goals for the Training Office in alignment with organizational goals. Manage the Training Office workload and help Training staff, vendors and consultants achieve the goals of the Agency and the Training Office. 15% Advise employees and management on Individual Development Plans, Career Development Plans, and immediate training solutions. Process Training Requests and ensure timely registrations and reporting. Evaluate the effectiveness of training activities and the Training Program. 15% Support management and Human Resources by recommending, designing and coordinating performance improvement programs. Work on cross-functional teams and organizational development initiatives. Assist program units with development of client training.

Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. *It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.*	10% Author training policy and procedure and ensure that the training section of the Employee Handbook is kept up to date. Keep up with training industry changes, issues, training techniques and products. Maintain course schedules, catalogs, and the Learning Library. 10% Design and contribute material to the Training and Development Intranet website and maintain the Orientation website, NEO Online. Administer the training database (OnTrack for Training) and create/distribute training reports for management. 10% Develop and implement an Agency-wide management development or corporate university program. 5% Manage the new employee orientation program, including welcome packets, gifts, photos, checklists, and classroom training. 5% Ensure the Agency is in compliance with agency, state and federal training mandates, specifically in the areas of safety (office and personal, workplace violence, defensive driver, First Aid/CPR/AED), supervision (80 hours of Basic Supervision training for newly appointed supervisors), lead person, and management continuing education. 5% Train/facilitate in–house courses and teambuilding interventions.