

# CalSAWS Job Description

**CALSAWS POSITION: TRAINER**

**LA COUNTY CLASSIFICATION: SENIOR INFORMATION SYSTEMS ANALYST**

## **SALARY RANGE**

Salary determined by Employer

## **JOB DESCRIPTION**

This position reports to the Training Lead. As part of the Customer Engagement team, the Trainer supports the design, development and delivery of CalSAWS training. This role supports assessment of needs, development of curriculum, conducting training via appropriate medium, coordinating county training schedules and resources, providing coaching and/or job aids on select skills/behaviors and assessing and measuring overall training program effectiveness.

## **RESPONSIBILITIES**

- Leading team of Trainers and contributing to design, development and/or review of training materials and deliverables including:
  - Needs assessment;
  - Curriculum development;
  - Schedule coordination;
  - Conducting training;
  - Providing coaching; and
  - Measuring the effectiveness of the training program.
- Working with the Application Development and Test teams in support of the development, implementation and delivery of training;
- Performing analysis to help resolve application problems.

## **DESIRABLE SKILLS AND CAPABILITIES**

Candidates of this position should have applicable experience, skills, and capabilities to perform the following functions and activities:

- Working knowledge of public assistance programs and state policy as it relates to SAWS;
- Strong analytical and problem-solving skills; and
- Strong organizational and leadership abilities.

## **MINIMUM QUALIFICATIONS**

### **TRAINING AND EXPERIENCE:**

Option 1:

Graduation from an accredited college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field and two (2) years of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization

-OR-

Option 2

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One (1) year of experience similar to LA County's Information Systems Analyst II

-OR-

Option 3

Three (3) years of recent, full-time, paid experience in information systems analysis, design, training, or implementation in a centralized information technology organization/county.

**LICENSE:**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS:**

2 - Light. Requires light physical effort that may include occasional light lifting to a 10-pound limit and some bending, stooping, or squatting. Considerable ambulation may be involved.