

California State University, Fresno Foundation

TRAINING DEVELOPMENT AND PLANNING SPECIALIST – CENTRAL CALIFORNIA TRAINING ACADEMY & ADULT SERVICES TRAINING ACADEMY JOB ANNOUNCEMENT #24-653

POSITION SUMMARY:	<p>Full-time, benefited position with the Central California Training Academy & Adult Services Training Academy through the California State University, Fresno Foundation. The Social Welfare Evaluation, Research, and Training Center is a program of the California State University, Fresno Foundation, under the auspices of the College of Health and Human Services through the Department of Social Work Education. It fosters a collaborative partnership with the Central California Welfare Directors and the California Department of Social Services, highlighting the shared responsibility and unity in our mission. The academies, Central California Training Academy (CCTA) and Adult Protective Services Training Academy (ASTA), administer competency-based training, integrating pre-service education for new staff with ongoing in-service training, coaching, and organizational support. CCTA covers the elements crucial to child welfare in 12 Central California counties, while ASTA addresses training and coaching in adult services over 12 Central California counties and an additional 12 Bay Area counties.</p> <p>The Training Development and Planning Specialist works under the direction of the Director of ASTA and the Director of CCTA. The primary responsibility of the Specialist requires collaborating with Managers, Workforce Development Specialists, and county partners to plan, develop, coordinate, and manage specialized and customized training activities identified by county leadership. The Specialist’s role is crucial in promoting best practices, mandates, and State initiatives, demonstrating our commitment to excellence. This position will create, plan, and monitor identified scopes of work, service deliverables, and budgets for training contracts. Moreover, activities will further include monitoring of training delivery effectiveness through evaluations, capturing the transfer of learning to ensure positive training outcomes while ensuring a prepared and resilient workforce. In addition, the Specialist will attend to contractual performance measures, analysis of financial expenditures, and provide service deliverable expenditures for fiscal processing. The Specialist participates as a CCTA/ASTA member at statewide meetings, representing county and regional training needs while collaborating with other statewide training partners, the State, and counties. The Specialist functions as a member of the ASTA/CCTA Leadership Teams.</p> <p>CCTA serves 12 Central California counties, while ASTA serves 12 Central California counties and 12 Bay Area counties, positioning it as a pivotal resource for a substantial portion of the state. By addressing these regions' unique challenges and needs, the Academy plays a crucial role in strengthening the adult services network and promoting the well-being of at-risk adults throughout Central and Bay Area California. The significance of this work underscores the challenging and rewarding nature of the Planning and Development Specialist’s role. There is extensive travel within the Bay Area Region, the Central California region, and the State.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Directors, this position will:</p> <ul style="list-style-type: none"> • Coordinate efforts with county staff development units, training units, and program managers identifying targeted areas for specific training. • Develop and coordinate strategic planning for the county workforce, addressing agency training needs. • Research, analyze, and provide practical recommendations and solutions on complex issues, proposals, contractual practices, and procedures that benefit and enhance county performance. • Collaborate in the development of annual training needs assessments for the counties within the region in conjunction with Academy staff. • Prepare and manage training-specific scopes of work, contracts, and budgets • Conduct thorough analysis and review of contracts, budget, and financial practices to ensure service delivery standards and progress on contractual obligations are met.

	<ul style="list-style-type: none"> • Provide service deliverable expenditures for fiscal processing on multiple projects and adhere to contractual requirements. • Collaborate with CCTA/ASTA staff for a range of activities, including curriculum development, training delivery, coaching and mentoring, transfer of learning, data entry, and evaluation to ensure training integration. Serve as liaison for funding sources. • Stay current on county-specific issues: Family First Prevention Services (FFPS), Comprehensive Prevention Plans (CPP), Child and Family State Review (CFSR) data, Master Plan on Aging (MPA), System Improvement Plan (SIP), new county initiatives, policies, procedures; Evidence-Based Practice (EBP), Race Equity, Accessibility, Diversity and Inclusion (READI) issues, etc. • Establish and maintain relationships with the California Department of Social Services (CDSS), County Welfare Directors Association (CWDA), regional County Adult Services Deputies, Prevention Services Operation Committee (PSOC), Regional Training Academies, and other training partners within California. • Establish and maintain effective working relationships with other agencies and the public at all organizational levels. Demonstrate leadership and business insight; integrate new ideas and contemporary approaches. • Coordinate and advise management and executive-level staff on fiscal accountability, budgeting, and reporting issues. • Contribute as an integral part of the CCTA/ASTA Leadership Team and interface with academy staff. • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor’s degree in Social Work, Gerontology, Public Administration, or related fields. Master’s Degree preferred. • Five (5) years of supervisory experience in a public social service agency • Three (3) years of management experience in a public social service agency preferred. • Demonstrated ability to develop project budgets, track expenditures, and contract performance and compliance • Training experience and/or experience in coordinating program delivery in a staff development program • Demonstrated knowledge of current county child welfare/adult service practice • Theoretical knowledge on planning, developing, and monitoring training plans and/or contracts and scopes of work • Successful experience in conducting meetings, facilitating groups, and working effectively with multidisciplinary teams and professionals • Ability to prepare clear and concise comprehensive reports, summaries, abstracts, correspondence, and other documentation. Ability to communicate effectively both orally and in writing. • General knowledge of principles of organization, leadership, fiscal, and management • Display a high degree of maturity, integrity, loyalty, accountability, professionalism, and good judgment. • Contribute to a work environment that encourages knowledge of, respect for, and developing skills for engaging with other cultures or backgrounds. • Ability to supervise staff with a variety of educational and professional backgrounds • General understanding of personnel rules, conflict of interest, and confidentiality • Ability to travel throughout California • Must possess a valid driver’s license, reliable vehicle, and valid insurance, as travel is required within California.
SALARY/BENEFITS:	\$6,400.00 - \$7,500.00 per month (\$76,800 - \$90,000 annual), depending on qualifications and experience. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.

DEADLINE:	Application review begins <u>November 4, 2024</u>. Position will remain open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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