

California State University, Fresno Foundation

WORKFORCE DEVELOPMENT SPECIALIST – CENTRAL CALIFORNIA TRAINING ACADEMY

JOB ANNOUNCEMENT #24-606

POSITION SUMMARY:	<p>Full-time, benefited position with the Central Training Academy through the California State University, Fresno Foundation. The Central California Training Academy (CCTA) is a program of the College of Health and Human Services, Department of Social Work Education at California State University, Fresno. The California State University, Fresno Foundation provides fiscal oversight for the Academy.</p> <p>The Central region serves twelve counties, which are broken into sub-regional training sites, including: the Northern sub-region – San Joaquin, Stanislaus, Merced, and Mariposa County; the Central sub-region - Fresno, Madera, Tulare, and Kings County; and the Coastal sub-region – Kern, San Luis Obispo, Santa Barbara, and Ventura County. The CCTA provides classroom training, coaching, organizational support and evaluation to child welfare social workers, supervisors, managers, and other IVE eligible agencies to these 12 Central California counties.</p> <p>The Workforce Development Specialist (WDS) position is responsible for working with the 12 Central California counties, to help plan and develop training activities and support tools to support implementation of new mandates and state initiatives into their county child welfare practice. The WDS is a significant component of the CCTA training system and will be the primary liaison for the counties for identification, management, planning and delivery of training activities. The WDS works closely with CCTA staff, as well as county staff development, training and program managers regarding strategic planning, annual training assessment, workforce analysis and addressing agency training needs. The WDS collaborates with CCTA 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. This position will assist in planning, and monitoring individual county training contracts. The WDS participates as a CCTA member at statewide meetings, representing county and regional training needs, collaborating with training partners, the State and counties. The position is responsible for the supervision of Workforce Development Training and Technical Assistant (WDT&TA). There is extensive travel within the Central California region and the state.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general supervision of the Implementation Program Manager, the incumbent will be responsible for the following operations. Typical duties will include, but are not limited to:</p> <ul style="list-style-type: none"> • Serve as the CCTA’s primary point of contact of a team including CCTA staff, county staff, and CCTA trainers responsible for the development and implementation of training in the region. • Maintain current understanding of new state initiatives and anticipate the impact to counties in the region and plan for implementation and integration in compliance with regulations. • Stay current on county specific issues: Family First Prevention Services (FFPS), Comprehensive Prevention Plans (CPP), Child and Family State Review (CFSR) data, System Improvement Plan (SIP), new county initiatives, policies, procedures; Evidence Based Practice (EBP), Race Equity, Accessibility, Diversity and Inclusion (READI) issues, etc. • Engage with county staff to identify needs and develop training activities to meet counties’ needs. • Coordinate, track, monitor, and evaluate training deliverables, scheduling, trainer/coach identification, facility locations, trainee registration, trainer/training evaluation, and documentation necessary for the tracking of training • Collaborate in the development of annual training needs assessments for the counties within the region and serve as a partner to the management and staff development departments. • Generate and distribute Trainer Agreement Confirmation Letters, ensure accuracy of the terms and rates, revise agreements as needed. • Provide technical assistance for regional training activities. • Assume lead responsibility for administering training evaluation activities for training in region. • Support strategic planning between CCTA and counties for training and initiative implementation including agency readiness, best practices, resource development, workforce analysis, and transfer of learning.

	<ul style="list-style-type: none"> • Supervision of staff will include individual supervision meetings to ensure the WDT&TA's are meeting the expectations of their job descriptions and their primary responsibilities; The WDS will set performance standards for tasks, jobs and roles, establish realistic goals, provide ongoing feedback regarding the employee's performance, conduct regular performance appraisals, including assessing performance acknowledging accomplishments and developing performance improvement plans if needed. • Provide data and/or reports to support compliance with county training plan and/or contract as required (i.e. monthly, quarterly or annual reports) • Coordinate with the Implementation Project Manager and Assistant Director in developing budgets as needed and assist with program and fiscal audits as required by contracting authorities. • Attend statewide meetings representing CCTA and providing regional feedback. • Contribute as an integral part of the CCTA Leadership Team and interface with CCTA staff. • Extensive travel to all contracted counties and Sacramento. • 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, counseling or related field. Master's degree preferred. • Three (3) years of experience working in public social services preferred. • Two (2) years of experience providing supervision, coaching or training. • Training experience and/or experience in planning, developing and coordinating training projects and deliverables • Demonstrated knowledge of current child welfare practice • Theoretical knowledge on planning, developing and monitoring training plans and/or contracts and scopes of work • Experience in policy development, implementation and report writing • Successful experience in conducting meetings and facilitating groups • Demonstrated experience in working in collaboration with other professional • Demonstrated professional writing and speaking skills • Fluency in computer skills, including spreadsheets, word processing, and desktop publishing • Ability to travel throughout California
SALARY/BENEFITS:	\$6,100.00 per month (\$73,200 per year). Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins <u>May 8, 2024</u>; 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: HRAUX@LISTSERV.csufresno.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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