



## TRAINING OFFICER I

**Exam Code:4PA34**

**Department:** California Public Employees' Retirement System

**Exam Type:** Open Examination

**Location:** Spot - Sacramento

**Final Filing Date:** Continuous Filing

### CLASSIFICATION DETAILS

Training Officer I – \$5,383.00 - \$6,739.00 per month.

View the [classification specification](#) for the Training Officer I classification.

### APPLICATION INSTRUCTIONS

#### Final Filing Date:

Applications will be accepted on a continuous basis.

#### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this announcement may apply to take this examination. Once you have taken this examination, **you may not retake it 12 months.**

#### How To Apply:

All applicants must submit a signed [Standard State Application \(678\)](#) with any required educational documentation (if applicable). Once your application has been verified as meeting the requirements for admittance to the examination you will be **emailed** the Training and Experience Examination link. Please be sure to include your current email address on your application.

Applications are available through the internet at <https://jobs.ca.gov/pdf/STD678.pdf> and may be delivered in person or by mail. Incomplete applications will not be accepted. Applications must include: "to" and "from" dates (month/day/year), hours worked, civil service class title(s), for all work experience and exam code. Resumes will not be accepted in lieu of a State Application (STD 678). Applications received without the required documents will result in rejection from this examination.

**FILE-IN-PERSON/CERTIFIED MAIL:**

CalPERS  
Human Resources Division  
Exam Services Unit  
400 P Street, Room 3260, LPN  
Sacramento, CA 95811

**MAILING ADDRESS:**

CalPERS  
Human Resources Division  
Exam Services Unit  
P.O. Box 942718  
Sacramento, CA 94229-2718

**EMAIL:**

[HRSD\\_Exam\\_Svcs@CalPERS.CA.GOV](mailto:HRSD_Exam_Svcs@CalPERS.CA.GOV)

Your request form must be electronically signed if you wish to submit by email

**Special Testing:** If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

**POSITION DESCRIPTION**

Under general direction, either (1) in a small department to plan, organize, and conduct training programs of average complexity; or (2) in a large department, to organize, develop, coordinate, and conduct a major segment of a complex training program. The Training Officer I position performs the more responsible, varied and difficult training work and are assigned full journey person responsibilities requiring independence of action. Positions in this class may act as leadperson.

**MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

**Either I**

**Experience:** One year of experience in the California state service performing the duties of a Staff Services Analyst, Range C. (Persons applying experience toward this pattern must have had an assignment in California state service planning, organizing, conducting and evaluating employee training programs in a variety of subjects.)

**Or II**

**Experience:** Three years of experience in planning, organizing, conducting, and evaluating employee training programs covering a variety of subjects. (Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst, Range C.) **And**

**Education:** Equivalent to graduation from college. (*Additional qualifying experience may be substituted for the required education on a year-for-year basis.*) (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

**NOTE:** Your application will be rejected if you do not provide a copy of the required educational document (transcripts) which shows the completed course requirements at the time of filing the application.

**NOTE:** Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

## DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS

The words “**performing the duties of**” means that the applicant must have the amount of experience in State civil service in the class specified (or on a training and development (T&D) or approved out-of-class assignment to the class.

The words “**equivalent to graduation from college**” means applicant has received a bachelor’s degree from an accredited college.

## EXAMINATION SCOPE

**Training and Experience Evaluation – Weighted 100% of the final score.**

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

### Knowledge of:

1. Principles and methods of adult learning, performance management, training consultation, counseling, and group facilitation.
2. Training methodologies, resources, and equipment.
3. Analytical and statistical methods.
4. Principles of written and oral expression to effectively communicate ideas, thoughts, and presentations.
5. Principles of public administration.
6. Applicable training laws, rules, regulations, policies, and MOUs.
7. Principles and processes to establish, measure, and improve customer satisfaction and quality service standards.
8. Policies, procedures, methods, and strategies to promote effective security and safety operations for the protection of people, data, property, and institutions.
9. Methods to assess behavior and performance; individual differences in ability, personality, and interests; learning and motivation and the impact on the learning environment.
10. The various methods and technologies used to design and deliver training.
11. Evolving training and development trends and best practices to effectively analyze, design, implement, evaluate, and improve training.

**Skill to:**

12. Manage multiple tasks, priorities and meet due dates timely and accurately.
13. Exhibit active listening by giving full attention to what others are saying, taking time to understand others' opinions, asking questions for clarification, and not interrupting others.
14. Effectively lead groups, project teams, and planning sessions using facilitation methods and practices.
15. Select and use adult learning theory/instructional design methods and procedures appropriate for the situation to effectively deliver content.
16. Gain trust and cooperation from others to obtain information and accomplish goals.
17. Perceive the impact and implications of changes to customers and stakeholders.
18. Consult with internal and external customers on various performance, training, and human resource needs and issues.
19. Appropriately assess performance needs and gaps; recommends applicable interventions and solutions.
20. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
21. Proficiently use office/business tools, computer desktop applications, and department communication systems.
22. Plan training activities and classes for employees with varying skill levels.
23. Convey information effectively both in writing and verbally.
24. Use diplomacy to effectively diffuse charged situations.
25. Communicate in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.

**Ability to:**

26. Plan, organize, conduct, and evaluate training programs.
27. Analyze data and situations accurately and adopt an effective course of action.
28. Communicate effectively both orally and in writing.
29. Establish and maintain effective working relationships in all situations.
30. Implement changes in training programs/courses based on evaluations/analysis of data (i.e., industry standards, field studies, participant and peer feedback, class audits, management direction, and best practices for continuous quality improvement).
31. Physically lift a maximum of 40 pounds in order to move and/or transport training tools, equipment, aids, and materials to training sites.
32. Develop and recommend creative and cost-effective solutions and remedies.
33. Apply training laws, rules, regulations, policies, and MOUs.

**ELIGIBLE LIST INFORMATION**

The eligible list for the **TRAINING OFFICER I** classification will be established for **California Public Employees' Retirement System (CalPERS)**:

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after the list established date. Applicants must then retake the examination to reestablish eligibility. **CalPERS vacant positions are located in Sacramento.**

**NOTE:** The eligibility list can be used to fill vacancies statewide with other departments.

## VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [Veterans' Preference Application](#) (Std. form 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

## CAREER CREDIT

Career Credits **will not** be granted in this examination.

## EXAMINATION INFORMATION

### TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%

The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Examination is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination to receive a score. The examination process takes approximately one hour to complete. All competitors will be ranked competitively based on the responses. In order to obtain a position on the eligible list, you must meet the examination requirements and must attain a minimum score of 70% on the examination.

**NOTE:** Be sure to include your current email address on your application. If you do not include your email address you will not receive the link to take the examination.

## CONTACT INFORMATION

If you have any questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

CalPERS Exam Services Unit  
400 P Street, Suite LPN 3260  
Sacramento, CA 95811

**Email:** HRSD, Exam Services [HRSD\\_Exam\\_Svcs@CalPERS.CA.GOV](mailto:HRSD_Exam_Svcs@CalPERS.CA.GOV) or

**Phone: (916) 795-2444**

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

## **PREPARING FOR THE EXAMINATION**

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. 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.

## **GENERAL INFORMATION**

**Examination and/or Employment Application (STD 678)** forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The **California Public Employees' Retirement System (CalPERS)** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**Criminal Record Clearance Information:** Upon employment, California Public Employees' Retirement System positions are subject to fingerprinting and a criminal record check requirement. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal record clearance procedure. The criminal record clearance is a condition of employment in positions affected by this procedure.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Bulletin Revision Date: 7/28/2021**