

<b>WORKING TITLE</b>	Training Manager
<b>PAYROLL CLASSIFICATION</b>	Project Director II (E1112)
<b>DEPARTMENT</b>	Child Welfare Training Center, School of Social Work
<b>STATUS</b>	Full Time, Benefitted, Exempt
<b>POSTING DATE</b>	July 1, 2025
<b>POSITION NUMBER</b>	2705

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the leadership of Dr. Meyer-Adams, Principal Investigator for the Academy of Workforce Development Grant and Director of the School of Social Work at CSULB and the Executive Director from UCLA Academy of Workforce Excellence (AWE) Program at the centralized training center located in downtown Los Angeles also known as DCFS University, the Trainer Manager is responsible for providing execution of DCFS training assignments training modules, administrative duties such as scheduling trainers, as well as supervising CSULB training staff as part of a comprehensive, annual training program for children's social workers, managers, administrators and support staff employed by the Los Angeles County Department of Children and Family Services (DCFS).

Responsibilities include, but are not limited to:

- Manage and implementing implement Requests for Training (RFTs) as assigned by UCLA AWE Training Director or UCLA Executive Director
- Support CSW Academy as co-lead
- Train DCFS modules as assigned by UCLA AWE
- Schedule of trainers (salaried and independent consultants) and communicating with trainers and DCFS project leads
- Participate in DCFS and university meetings for training rollouts
- Supervise one trainer and one administrative assistant at DCFSU downtown. Monitoring and managing CSULB training staff schedules, approving time card reports, and handling HR/personnel issues
- Assist other university trainers with professional development, training for trainers (T4Ts)
- Other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

## EDUCATION, SKILLS AND ABILITIES

Minimum of a Master's degree in Social Work preferred; practice experience in public child welfare; 5 years or more preferred progressively responsible experience in training, administration and/or leadership; demonstrated leadership potential in creating a supportive team-building environment; demonstrated experience and competence in training social service providers; knowledge about child and family training issues, with particular interest in child welfare, family protective services, and family preservation; demonstrated competence and strength in collaborative work; strong commitment to social work training and education; and ability to communicate effectively with an ethnically and culturally diverse community. Reporting location is in downtown DCFSU as hybrid with minimum three days a week in-person report

and two days a week telework report; hybrid report is subject to change per DCFS needs. Regular punctual attendance required.

**Training (30%)** – Train CSW Academy modules and support as co-lead, as well as other induction DCFS modules as assigned by UCLA AWE Training Director

**Administrative Support (30%)**- Assist UCLA AWE Training Director with scheduling trainers both staff and consultants for all training modules in RFTs; manage trainer schedules as needed; coordinate with DCFS managers and staff rollout for trainings.

**RFT Project implementation and project management (10%)** - Ongoing Planning, coordination, and implementation of Request for Training (RFT) as submitted by DCFS Management for dissemination to all levels of staff within DCFS

**Supervision of CSULB team (30%)** - Provide daily supervision for CSULB trainer and administrative assistant, manage training schedules and address personnel issues, approval of requests for time off. Assist other university trainers with professional development, training for trainers (T4Ts).

Must be able to accept constructive criticism, prioritize workload, be dependable, behave professionally and interact positively with others. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

## POST OFFER BACKGROUND CHECK REQUIREMENT

A post offer background check (including a reference and criminal records check) must be completed, and the individual cleared, before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

## GRANT FUNDED EMPLOYMENT

This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon satisfactory job performance and continual renewal of grant money/availability of funds.

**COMPENSATION RANGE:** \$4,204.20 - \$5,910.67 (24 pay per year) (Exempt)

**FILING DEADLINE:** Open Until Filled

**NOTE:** In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

## APPLICANT PROCEDURE

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- By Confidential HR Fax: 562. 985.1726
- By [DocuSign](#) or E-mail: [FND-HR@CSULB.EDU](mailto:FND-HR@CSULB.EDU) (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

## NOTICE

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes but is not limited to: California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation