Web Consulting Services Knowledge/Skills and Training Inventory

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rate your ability in the areas below using the following scale:

1 = Not confident at all/ I have little to no experience and need substantial direction/oversight

2 = Somewhat confident/ I have some experience but still need guidance/help

3 = Confident/ I have a good amount experience in this area; I am mostly able to work independently

4 = Very confident doing this task/ I could be a designated resource/trainer of staff in this area

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| **KNOWLEDGE / SKILL** | **SELF RATING** |
| Conducting web redesign |  |
| Writing IT policies and guidelines |  |
| Writing procedures and other documentation regarding the use of State portal templates, tools, and resources |  |
| Analyzing and reviewing proposed enhancements and modifications to the state web template, state portal, and related websites and social media channels |  |
| Performing simple coding |  |
| Developing sitemaps |  |
| Providing guidance and direction to departments regarding portal policy, procedures, and requirements |  |
| Participating in cross-agency teams, public focus groups, web design efforts, and department-related committees and working groups |  |
| Serving as a project lead |  |
| Producing procurement documentation |  |
| Assessing and analyzing business and technical requirements |  |
| Training department staff in the administration, maintenance, troubleshooting, and service delivery procedures for assigned services |  |
| Creating and maintaining social media accounts and channels |  |
| Conducting surveys and other methods for improving web site usability |  |
| Proofreading/editing documents and successfully incorporating feedback/changes |  |
| Conducting user experience research and usability tests |  |
| Presenting information and making recommendations to an executive audience |  |
| Knowledge of industry standard web technologies (HTML, CSS, and JavaScript) |  |
| Knowledge of Web Accessibility laws codified in Web Content Accessibility Guidelines, World Wide Web Consortium, and Section 508 standards |  |
| Knowledge of web tools (Google Site Search, Google Analytics, State webpage, template, RSS feeds, and social media sites) |  |
| Knowledge of department’s goals and operation procedures as related to web sites |  |

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| **CALhr Training Courses for (Insert Classification(s)** |  |
|  | YES  NO |
|  | YES  NO |
|  | YES  NO |

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| **Please list other trainings taken that are relevant to your classification:** |
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