



Position Description

Title: Specialist – Training & Development		
FLSA Class: Non-Exempt	EEO Category: Administrative Support Worker	WC Class: 8861
Job Title #010021	Salary Grade:	Purchase authority: II
Date Approved: March 25, 2021		
Revision Date:		
Revision	Licensure:	

Purpose of Position

The Training and Development Specialist designs and conducts training and development programs to improve individual and organizational performance. In addition, the Training and Development Specialist delivers on specific initiatives to coincide with the established strategic direction of the organization. The Training and Development Specialist reports to the HR Business Partner.

Major Duties (*Essential Element)

- Develops an effective measurement and monitoring system to ensure initiative goals are being met in terms of participation, usage, application, and continuous improvement
- Develops, facilitates, and deploys continuous learning courses, programs, and resources agency wide
- Collaborates and creates standard operating procedures (SOPs) agency wide
- Conducts ongoing needs analysis using Robust Process Improvement (RPI) best practices for process improvements supported by comprehensive and achievable plans for implementation
- Collaborates and consults with business leaders to determine effective training solutions to address development needs
- Maintains records of training and development activities, attendance, results of tests and assessments, retraining requirements, and exception reporting
- Operates within the Training and Development budget; and maintains records
- Assesses training materials prepared by instructors and consult with training sponsors

- Works with subject matter experts to harvest content-specific knowledge, assesses the information and translates it into the medium that best meets learning objectives
- Writes content for modes of assessment, such as tests or quizzes, that will measure the effectiveness of the course and ensure it meets service delivery standards
- Develops unique training programs to fulfill workers specific needs to maintain or improve job skills
- Maintains and updates existing eLearning courses
- Creates interactive exercises and experiential activities that reinforce learning and optimize audience engagement
- Collaborates on organizational change and promoting a learning culture
- Other duties as assigned for the betterment of Great Circle

Competencies

- Judgment – makes thoughtful decisions in a timely and confident manner
- Execution & Results – adapts to change, effectively copes with the unexpected, systematically problem solves, follows-through and ensures accuracy
- Customer Focus – properly interacts with others, works independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner
- Trauma Informed – demonstrates commitment to learn and apply trauma-informed principles, as appropriate by role, and to understand impact of stress and trauma to clients, colleagues and self

Required Education and Experience

- Bachelor's degree in Human Resources, Business Administration, Communication, or Education **OR** equivalent combined education and experience

Preferred Education and Experience

- Master's degree
- Experience work with children and families in a trauma informed environment

Qualifications

- Possess a current state driver's license and valid insurance
- Experience working with a Learning Management System
- Experience with e-learning authoring tools, multimedia authoring tools, video creation and editing software (i.e., Snagit, Camtasia, Articulate 360)
- Experience with HRIS system (i.e., ADP)
- Experience with Office 365 and associated applications, especially Power Bi and Power Automate

Working Conditions

Office or home environment. Working environment generally favorable.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. The position requires talking, listening and use of hands to handle or feel. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____

Employee signature: _____ Date: _____