



SENIOR EMPLOYEE DEVELOPMENT SPECIALIST

JC: HF114

BU: 91 (NR)

PB: 5

FLSA: Non-exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Participates in the more complex work of staff responsible for professional level training duties within the Training and Development Department; develops, modifies and implements programs that improve the overall effectiveness of the organization; performs a variety of complex tasks relative to assigned area of responsibility; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Employee Development Specialist series. Positions at this level possess a specialized, technical or functional expertise within the area of assignment or may exercise lead supervision over lower-level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties.

REPORTS TO

Group Manager, Project Controls or designee

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Participates in the more complex and difficult work of staff responsible for providing training and development support program services; develops, modifies and implements programs that improve the overall effectiveness of the organization.
2. Assesses departmental management and supervisory training needs; develops and administers surveys and questionnaires; prepares recommendations; develops training programs and monitors effectiveness.
3. Researches and acquires external programs and consultant services for training programs; evaluates programs; reviews consultant's programs, techniques and effectiveness; makes recommendations regarding the use of consultant services.
4. Serves on committees to facilitate organizational development goals; provides staff assistance to these committees.
5. Designs, develops and delivers management and supervisory training programs; analyzes training needs; researches and identifies programs to meet these needs; conducts, schedules or coordinates programs.

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6. Responds to training and development inquires and requests; provides counsel on development issues and/or assists with resolution.
7. Procures training materials; reviews various training and development books, videos and programs; selects and orders materials.
8. Facilitates cultural change efforts in various departments; identifies changes needed; develops plans and strategies.
9. Schedules training facilities for activities and meetings including training events, classes and workshops.
10. Prepares a variety of reports and documentation on training or other program or committee activities staffed by training and development.
11. Maintains records and develops reports on new or current programs; maintains training attendance records; prepares reports as required.
12. Prepares weekly and annual activity reports.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of training and development.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a training and development program
- Principles and practices of organizational development, management and leadership training
- Available training resources
- Advanced methods and techniques of designing and facilitating training programs
- Principles and practices of training program development
- Advanced principles of instructional design
- Methods and techniques of effective communication
- Principles of learning theories and techniques including adult training theory
- Methods of surveying and assessing training requirements
- Related Federal, State and local codes, laws and regulations

Skill/ Ability in:

- Coordinating and conducting training and development programs
- Analyzing and assessing programs, policies and operational needs and developing appropriate programs
- Preparing training proposals
- Designing and developing supervisory and management training programs
- Conducting and analyzing surveys for training and development needs
- Identifying and responding to organizational issues, concerns and needs
- Analyzing training program effectiveness
- Researching, analyzing and evaluating new training and development methods and techniques
- Evaluating external training and development programs
- Operating office equipment including computers and supporting word processing and spreadsheet applications

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- Working independently in the absence of supervision
- Preparing request for proposals and various reports
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Possession of a bachelor's degree in Human Resources, Public Administration, Organizational Development, or a closely related field from an accredited college or university.

Experience:

The equivalent three (3) years of full-time professional verifiable experience in human resources training or organizational development, or a closely related experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

May be required to work occasional off-hours shifts to administer training programs.

Must be physically capable of standing for extended periods of time and of lifting audio-visual equipment and training materials weighing up to 30 pounds.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

BART EEO-1 Job Group: 3500 Professionals
Census Code: 0630 Human Resources Workers
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : July 2000
Revised: November 2000
October 2021
Updated :