

MAJOR FUNCTION

This is technical and professional work coordinating a variety of Human Resources and Workforce Development programs and administrative activities. An employee in this job class takes the lead in managing and facilitating specific programs and initiatives, while assisting other professional and administrative staff members in developing, formulating, and implementing other Human Resources and Workforce Development programs, on-going departmental administrative activities and report preparation. Work is performed under the administrative direction of the Employee Engagement Coordinator and requires independent initiative and sound judgment.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists with all aspects of the City-wide employee engagement and training programs . Manages the research, evaluation, development and delivery of the New Employee Orientation program. Manages logistics for training events the department offers to City employees and coordinates support needs with other departmental staff. Markets available training opportunities to employees and provide necessary information. Maintains updated curriculum database and training records. Manages and maintains in-house training facilities and equipment. Provides training and prepares training material (presentations, worksheets etc.) for designated courses. Observes and evaluates results of training programs, provides input on the overall effectiveness of training programs and makes suggestions for improvements. Keeps and reports data on completed courses, absences, issues etc. Performs departmental administrative functions related to query reports, PeopleSoft functionalities and other data gathering efforts. Prepares data analytics for the department programs and activities, setting benchmarks and preparing annual reports. May lead the City's wellness program. Performs related work as required.

Other Important Duties

Responds to general inquiries and requests for information from the public and City employees on training related matters. Serves as backup to professional and administrative staff with primary responsibility for expenditures, training rosters, and certificates.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of training methods and practices of training. Knowledge of various training programs, including industry-wide accepted methods and practices. Knowledge of methods and techniques used to establish and maintain effective work relationships. Ability to plan, develop, and implement programs and activities relative to instruction led and online training. Ability to conduct training programs on a variety of subject matters. Ability to prepare written technical reports and recommendations. Ability to communicate clearly and concisely, orally and in writing. Ability to maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in human resources, health/wellness or business or public administration or a related field and two years of experience in human resources, health/wellness, or training/organizational development; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

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