

**MAJOR FUNCTION**

The Employment Engagement Coordinator serves a lead role in coordinating training initiatives that enhance the skills and competencies of employees resulting in improved execution and performance throughout the organization. This will include coordinating programs that drive employee engagement and development. The coordinator will collaborate with senior leadership to understand the long-term vision of the organization and development needs. The incumbent is also responsible for coordinating the development and presentation of citywide workforce development training and related initiatives. The incumbent is expected to work independently in carrying out responsibilities and varied assignments without detailed instructions. Work is performed with significant discretion and initiative in carrying out division objectives efficiently and effectively.

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

Manages the research, evaluation, development and delivery of training on City-wide basis. Delivers training on a city-wide basis. Coordinates the delivery of needs assessment survey tools to determine specific training requirements and needs; evaluates potential training resources both internally and externally; makes recommendations as needed. Provides technical assistance to executives, managers, administrators, and supervisors to meet the training goals and requirements of their staff. Manages tracking and coordinates reporting of training attendance and participation. Manages and compiles reports on training program trends/ outcomes. Coordinates the work of professional and clerical staff, as needed, in carrying out assigned responsibilities. Recommends the selection, advancement, transfer, grievance resolution discipline or dismissal of supervised personnel. Conducts performance evaluations and recommends approval or disapproval of merit increases. Plans, assigns, and reviews the work of clerical and/or professional staff engaged in general or specialized activities related to administrative functions and services of the department. Performs related work as required.

**Other Important Duties**

Assists with programs for Employee Engagement. Assists with the general activities, programs and initiatives of the division as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of various training programs, including industry-wide accepted methods and practices. Knowledge of adult learning theory and methods and practices of training. 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 independent research, evaluate findings and recommend solutions. Ability to prepare written technical reports and recommendations. Ability to communicate clearly and concisely, orally and in writing. Ability to establish and maintain effective work relationships as necessitated by job requirements. Ability to act in the manager's absence by interacting with department and division directors on training issues. Ability to develop long-term strategic plans. Ability to work independently. Ability to present recommendations effectively, both orally and in writing. Ability to coordinate the efforts of and lead staff as needed to accomplish objectives. Skill in planning and coordinating training activities. Skill in the operation and use of computers, software programs and peripherals necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in human resource management, business or public administration, journalism, psychology, education, one of the social sciences, or a related field, and four years of professional experience that includes human relations, personnel, training or mediation; or an equivalent combination of training and experience.

Necessary Special Requirements

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

Established: 01-04-20