



CLASS SPECIFICATION

Class Code: 60018655
Date Established: 08/2015
Last Reviewed: 12/2021
Last Revised: 12/2021
Last Title Change: 12/2019
FLSA: non-exempt
Probation: 12 months

LEARNING DEVELOPMENT SPECIALIST

DEFINITION

Under general direction, performs duties in support of employee development programs in accordance with the County's strategic plan; promotes organizational learning, employee development and effectiveness to meet current and future service needs; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in business administration, communications, human resource management, behavioral science, or a closely related field AND one year of full-time professional experience assisting in planning, designing and presenting training programs; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

May provide lead direction to support staff within assigned functional area.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Schedule and assist with the planning, development and conducting of training classes in the areas of organizational effectiveness in accordance with County strategic needs and established time frames to update and maintain employee knowledge, skills and abilities.

Promote strategic priorities for employee development by planning, developing, coordinating, and evaluating a variety of programs to update employee skills and enhance job performance.

Contribute to the design of a variety of training classes including the development of curriculum for online courses and live training sessions that incorporate audio-visual aids, producing materials for classroom exercises, and developing a list of associated reading materials to ensure the deliverance of effective instruction.

Conduct periodic needs assessment studies with County management and employees to identify current and future training needs and develop strategies to enhance organizational effectiveness.

Coordinate training and knowledge programs with other County departments, internal staff, external stakeholders, and consultants to maximize employee development opportunities as identified through needs assessment surveys and in accordance with the County's strategic plan.

Maintain and update the Human Resources department Learning Management System, internet and intranet websites including troubleshooting issues and resolving complaints.

Research new trends, technologies and organizational development strategies to ensure training programs are consistent with the County's strategic direction.

Evaluate organizational effectiveness programs to measure level of effectiveness against goals and objectives; submit periodic narrative and statistical reports to management for review of program effectiveness.

Provide input based on research and analysis on the development of an annual budget for the area of organizational effectiveness.

Complete Special Projects as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Organizational structure and operations of Washoe County as they relate to programs, activities and functions of assigned area(s).

Countywide personnel policies (sexual harassment, discrimination, ADA, FMLA, etc.).

Federal, state and local laws, statutes, codes, regulations and standards pertaining to area of assignment.

Information systems and software programs used in assigned areas(s).

Washoe County's organizational structure and strategic plan.

Departmental/divisional policies and procedures.

Countywide personnel policies such as equal employment opportunity, sexual harassment, discrimination, ADA and safety.

Applicable computer systems and software.

Ability to:

Understand the organization and operation of the County and outside agencies.

Plan, design and implement training programs which address needs specific to Washoe County.

Follow County protocols and policies for web development/maintenance and technology implementation and administration.

Administer intranet/internet website in accordance with County policy and design parameters.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance and other evaluation procedures.)*

Knowledge of:

Program planning and evaluation techniques.

Effective training methodologies and techniques for adult learning.

Principles and practices of organizational development, management and supervision.

Team development techniques and group dynamics.

Program budgeting including cost projections and performance measurements.

Principles of web maintenance and design.

Ability to:

Make effective presentations.

Research, compile and analyze data.

Establish goals, objectives and develop strategies to address targeted needs.

Plan, organize and deliver a variety of training classes.

Develop curriculum and multimedia training materials.

Plan and organize work to meet schedules and timelines.

Operate a personal computer, multimedia equipment and a variety of commercial software packages.

Write correspondence, memoranda, narrative and statistical reports.

Communicate orally in a clear, concise manner.

Design survey and assessment tools.

Establish and maintain effective working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to stand for extended periods (1-4 hours) during training programs. Ability to travel to different sites/locations. Ability to lift and move objects weighing up to 50 pounds.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.