



Hamilton County Position Description

An equal opportunity employer

Incumbent:

PCN: **418**

Position Title: **Human Resources Development Specialist**

Classification Details:	
Classification Num:	53522
Classification Title:	Human Resources Development Specialist
Salary Grade:	22
Hourly Min:	\$23.07
Hourly Max:	\$31.4
Position Details:	
Employment Status:	Full-Time Permanent
Work Hours:	80 Hrs Bi-weekly
Civil Service Status:	Classified
Bargaining Unit:	Non-Bargaining Unit
FLSA Status:	Exempt
Probationary Period:	1 Year
Shift:	First

Reporting Structure:	
Department:	02 - Commissioners and County Administration
Division:	HR
Section:	HRD
Unit:	
Supervisor:	53523 – Human Resources Development Supervisor (PCN: 354)
# Supervised:	0
Work Location:	
Location:	Todd B. Portune Center for County Government 138 East Court Street Room 707
Essential Position:	False

ESSENTIAL FUNCTIONS:

Percent	Duty	Description
35%	1.	<ul style="list-style-type: none"> Plans, develops, implements, and evaluates existing and new Human Resources Development (HRD) programs; Determines strategies and modalities to achieve targeted learning and development outcomes for identified skills and behavioral needs to ensure solutions meet the highest possible standards for relevance, quality, and ease of use; Leads the design, development, and/or curation of effective, modern, and engaging e-learning solutions; Collaborates with external and internal partners, as needed, on program development; Acts as the primary contact and system administrator for the County's Learning Management System (LMS). Collaborates with Learning and Development, HR, IT, and third-party vendors to design, implement, maintain, and support learning systems. Develops standardized LMS operational processes and procedures, guidelines and documentation and ensures LMS governance model is being followed. Identify opportunities to improve the user experience with our learning systems and processes. Support internal and external audiences with metrics and both standard and custom reporting from learning systems. Continually evaluates learning systems for updates, performance upgrades, and systems integrations, as necessary. Analyzes HRD needs (e.g., organizational development, executive and employee development, management/supervisory training, leadership and general human resources training, communication skills training, etc.) and performs needs assessment/analysis and determine most cost-efficient organizational development intervention and/or effective HRD methods available;
25%	2.	Conducts instructor-led and virtual instructor-led HRD training sessions and develops structured experiences to facilitate the learning process of varied audiences on subjects relating to leadership, teamwork, management, communication, workplace basic skills, employee development, and CPR; may travel to various work locations to participate in and conduct training.



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ESSENTIAL FUNCTIONS:

Percent	Duty	Description
20%	3.	<ul style="list-style-type: none"> Creates and designs the quarterly newsletter, including listing course information and writing promotional articles; Provides updates for the HRD webpages; Designs and prepares audio visual aids. Configures training facilities (i.e. training rooms, conference rooms, and off site locations), equipment and materials; Ensures equipment is operational and available appropriate to the sessions; Operates audio-visual equipment; Ensures availability of lesson plans, handouts, and student materials needed for sessions; Develops training material including, but not limited to: eLearning, PowerPoint slide decks, tool kits, study guides, facilitator guides, and performance support materials, as needed; Tracks course materials inventory and identifies needed purchases for course materials and supplies in advance of the training quarter; Creates the quarterly training schedule, including scheduling courses and Adjunct Instructors to facilitate the courses; Serves as the HRD Program’s liaison with Adjunct Instructors; Provides Adjunct Instructors with needed course materials and responds to requests regarding lesson plans and courses; Plans and executes recognition for Adjunct Instructors; Provides assistance to Adjuncts and/or class participants.
10%	4.	<ul style="list-style-type: none"> Works with various organizations, as needed, to identify specific developmental opportunities to meet organizational needs; Assists with creation of development plans for new supervisors, managers, and/or specific individuals; Assists with linking development plans to performance objectives; Provides counseling to individuals in assessing their personal competencies, values, and goals; Assists in identifying and planning appropriate developmental and career actions. Involves providing consultation services to interested parties, including analyzing needs, creating plans and proposals regarding scope of work, researching appropriate solutions to meet needs, ensuring proposed solutions are aligned with best practices and organizational policies and procedures, communicating competently and effectively with all stakeholders, producing high quality written communications to support the initiative, meeting deadlines associated with the projects, and assessing the success of the projects; performs other duties as workload dictates.
5%	5.	<ul style="list-style-type: none"> Prepares, maintains, and analyzes statistical data reports, including program evaluation surveys, participant evaluation feedback, and quarterly reports on training programs and attendance; Creates the quarterly training schedule, including scheduling courses and Adjunct Instructors to facilitate the courses; Makes recommendations based on data to enhance HRD Program quality and effectiveness; Assists in the operational planning process by developing short-range goals regarding the programs, policies, services, and practices for accomplishing the overall mission of the department;

OTHER DUTIES and RESPONSIBILITIES

Percent	Duty	Description
	6.	Demonstrates regular and predictable attendance.
5%	7.	Completes special projects to support the organizational development of Hamilton County and/or individual County organizations; Participates in development activities to keep knowledge, skills, and abilities up to date.



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KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of: human resources development practices and procedures, adult learning theory, and organizational development theory, practices, and procedures; e-learning development; government structure and process*; department policies, procedures, goals and objectives*; public relations; instruction techniques; computer operations; various computer programs, including Adobe Articulate, Access, Excel, Microsoft office products, web-based data systems, learning management systems, and Internet Explorer; succession planning.

Skill in: facilitating training processes such as structured learning experiences, lecture, guided discussion, role plays, and case studies; organizational development facilitation; performance analysis; use of instructional technology training media and personal computer use; operation of personal computer and equipment, specifically with word processing and spreadsheet programs; typing; data entry; working with sensitive issues; interacting with and communicating with others in a professional, courteous manner; responding to questions and comments accurately and tactfully.

Ability to: conduct needs assessments; perform task analyses; write training objectives, develop learning activities that enable achievement of training objectives, and develop effective measurements of training objectives; design instructional material; evaluate training programs; develop and maintain effective working relationships with associates, supervisors, officials, and other county employees; handle sensitive contacts with employees; exercise sound judgement; apply personnel practices and civil service law to practical work situations; analyze information and form appropriate conclusions; develop spreadsheets, databases and material suited for publishing; share information accurately and in a manner that is easy for others to read and understand; travel to various work locations.

POSITIONS SUPERVISED

None.

LICENSURE and CERTIFICATION REQUIREMENTS

HAZARDOUS WORKING CONDITIONS

PREFERRED QUALIFICATIONS

Experience facilitating training programs and/or certification to facilitate programs provided by Achieve Forum, Employment Learning Innovations, the Ken Blanchard Company, the American Heart Association, or similar.

Prior Experience working with Microsoft Office Access, Office 365, Adobe Articulate, learning management systems.

POSITION SPECIFIC QUALIFICATIONS



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SIGNATURE APPROVAL

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

Immediate Supervisor Signature

Date

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature

Date