Office of Human Resources
Learning and Development Administrator - CA3006
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General Statement of Duties
Performs full performance learning and development administration in a human resources department to design content for employees and facilitators by evaluating organizational and city needs and strategic plans. Administers individualized programs for employees, including serving as content designer and/or facilitator. Evaluates and continuously improves organizational and individual training. Serves as administrator and expert in the city learning management system (LMS).

Distinguishing Characteristics
This class is part of the Learning and development job series. The job series encompasses the following job classifications and a summary of their essential job function is as follows:

- Learning and Development Analyst: This job is the first level of a three-level series. The essential function of this job is to develop and deliver learning content, potentially maintain a Learning Management System or other educational repository, evaluate program results, and generate reports that guide the direction and training decisions for the program.

- Senior Learning and Development Analyst: This job is the second level of a three-level series. The essential function of this job is to design content for the online learning system by consulting Subject Matter Experts, develop and track evaluations, design, develop and deliver competency-based learning programs, resources and curriculum, and serve as an advocate for City University online learning system.

- Learning and Development Administrator: This job is the third level of a three-level series. The essential function of this job is to design content for learners and facilitators by evaluating organizational needs, via needs assessments, interviews, evaluation results, or intakes with clients (such as employees or managers) and subject matter experts, potentially manage part or all an individualized program, including serving as content designer and/or facilitator, and evaluate and continuously improve organizational and individual training.

Guidelines, Difficulty and Decision-Making Level
Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined, requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy, and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories, and concrete factors to be evaluated and weighed requiring a high degree of analytical ability, independent judgment, and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied, and simultaneous coordination of several functions, programs, or projects in various stages of completion.

Level of Supervision Received & Quality Review
Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.
Interpersonal Communication & Purpose

Contacts of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

Level of Supervision Exercised

By position, supervises clerical and/or technical staff.

Essential Duties

Acts as a subject matter expert in one or more employee and management learning and development disciplines and provides leadership, focus, and direction to department/agency leadership.

Designs, develops, implement, evaluates, and improves organizational and individual development projects, programs, interventions and initiatives. Conducts assessments, gap analysis, and strategy development for learning and development plans, programs, and initiatives. Builds development strategies and sees them through to execution.

Designs citywide programs and processes to support citywide learning and development initiatives. Facilitates instructor led training. Designs and selects content and accompanying materials for learning opportunities. Evaluates learning programs.

Provides expertise to the internal and external customers with learning and development needs, professional coaching and team facilitation activities. Coaches employees for career, individual development, solution finding, and business solutions.

Serves as administrator for employee training using a third-party learning management system (LMS). Serves as liaison to LMS vendor and participates in vendor selection and escalates complex or unusual LMS scenarios to vendor. Works with Technology Services to ensure LMS is available to all eligible employees.

Facilitates learning interventions and team meetings as directed by agency business strategy.

Leads the delivery of management development, leadership, and recognition programs. Works with the agency leaders and trainers to identify the needs of the leadership staff and through working with internal and external partners to deliver valuable insight, training, and recommendations.

Works with supervisors and managers to assist in the development of performance management, set SMART goals and identify and assess employee competencies.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Customer Service - Works with customers to assess needs, provides assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.
Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Planning and Evaluating - Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Problem Solving - Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Teaching Others – Helps others learn through formal or informal methods, identifies training needs, provides constructive feedback, coaches others on how to perform tasks, and acts as a mentor.

**Knowledge & Skills**

Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state and local employment regulations.

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Knowledge of teaching, training, research, making presentations, lecturing, testing, and other instructional methods.

Knowledge of the principles and practices of adult training.

**Education Requirement**

Bachelor’s Degree in Business Administration, Human Resources, or a related field.

**Experience Requirement**

Six (6) years of experience in adult or employee learning, development, training, teaching, or a related field.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

None

**Working Environment**

Subject to pressure for multiple calls, inquiries, and interruptions.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)
Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- Hearing: perceiving the nature of sound by ear.
- Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.
- Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
- Sitting: remaining in the normal seated position.
- Stooping: bending the body by bending the spine at the waist.
- Talking: expressing or exchanging ideas by means of spoken words.
- Vision Near acuity: ability to see clearly at 20 inches or less.

Background Check Requirement

- Criminal Check
- Education Check
- Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

- Pay Grade: A-813
- FLSA Code: Y
- Management Level: 9
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date:
- Revised By:
- Class History: