

CONFIDENTIAL HUMAN RESOURCES TRAINING SPECIALIST

DEFINITION

Under the direction of the Director, Human Resources, assess, plan, develop, implement, and evaluate training and development programs and activities, designed to meet the needs of district staff.

TYPICAL DUTIES

Plan, develop coordinate and implement training and professional development programs to meet the needs of the district; meet with representatives of the colleges to respond to training and professional development needs; perform program needs assessment, monitoring and evaluation of training and development activities; develop and identify organizational training objectives; provide liaison between colleges; formulate teaching outlines and determine instructional methods; select and develop training aids; recruit outside trainers and/or consultants; may conduct training sessions covering specified areas; coordinate staff development and training activities for employees assigned to District Office/Facilities Management; may assist Human Resources Specialists and Technicians; perform related activities as assigned. Monitor, evaluate and record training/professional development activities for effectiveness. Design specific training programs to help employees maintain or improve job skills. Present training/professional development activities in a variety of formats. Maintain database tracking for Districtwide employee training programs and certificates.

QUALIFICATIONS

EXPERIENCE

Two years experience in coordinating/developing the staff training and development activities of an organization; or related experience.

EDUCATION

A bachelor's degree from an accredited college/university (preferably in business, human resources/personnel administration, public administration or related field); **OR** an associate's degree from an accredited college/university (preferably in business or a related field), **AND** four additional years of qualifying experience.

SPECIAL REQUIREMENT

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties.

KNOWLEDGE OF

Employee training and development techniques; elements of systems approach to training (needs analysis, development, implementation, etc.); principles and practices of public personnel administration; contemporary office practices and skills.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the job; assess and deliver programs to meet the training and development needs of the district; assist trainers and/or consultants in developing training materials; communicate effectively, both orally and in writing; establish good working relationships with a wide variety of individuals; travel to various meeting sites to confer with college representatives and consultants.