

**MAJOR FUNCTION**

This is advanced technical, professional, supervisory and administrative work assisting the Manager of Talent Development. The Talent Development Coordinator serves a lead role in designing and implementing training initiatives that enhance the skills and competencies of employees resulting in improved execution and performance throughout the organization. This will include developing and executing 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, designing, and presenting city-wide workforce development training and related initiatives. The incumbent is expected to work independently in carrying out program responsibilities and varied assignments without detailed instructions. Work is performed with significant discretion and initiative in carrying out division objectives efficiently and effectively under the general discretion of the manager. Work is subject to review by the Manager-Talent Development through reports, conferences, feedback from customers and observations of results obtained.

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

Manages the daily operation of all elements related to the research, evaluation, development and delivery of training on a City-wide basis. Develops 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. Audits the City's practices, policies and procedures relative to training for compliance with applicable guidelines, laws, and regulations. Monitors regulatory and legal changes applicable to training and develops and recommends compliance measures as applicable. Develops and disseminates communication materials as necessary. Responsible for statistical work and analysis focused in the Human Resources and Workforce Development Department. This includes observing and making independent recommendations regarding the solution of complex problems related to the design, development, implementation, and administration of a broad range of Human Resource and Workforce Development issues and programs. Internal and external responsibility for interacting with all City departments and advisory bodies, regarding the development, formulation, analysis and implementation of human resource based analytic solutions and processes. Creates and develops HR metrics dashboard of requested key trends in Human Resources. Creates and develops complex ad-hoc reports and HR reports to track trends in the organization. Prepares budget requests associated with area of responsibility and provides recommendations for expenditure of appropriated funds. 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**

Serves as team leader or team member on ad-hoc department-wide or City-wide project teams as needed. Reviews recent developments, current literature and other sources of information in order to keep all training initiatives current. May serve in the capacity of division manager, as needed, in his/her absence. 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 training regarding EEO issues and other subject matters. Ability to conduct independent research, evaluate findings and recommend solutions. Ability to prepare written technical reports and recommendations. Ability to address civic organizations or other public and private groups on subjects relative to training and development programs and projects. 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, industrial relations, 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: 12-03-90

Revised: 08-18-95

03-01-00

02-19-03

04-16-04\*

01-09-09

01-25-11\*

03-03-18