



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR HUMAN RESOURCES TRAINING SPECIALIST

Group-Section: Human Resources	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 48 Job Code#: YC51
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JOB SUMMARY

This is the advanced journey level performing Senior Human Resources Training Specialist job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Plans, organizes, coordinates, and implements activities to train, develop and maintain job related knowledge and competencies of employees. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

This classification is an alternative to the management track for advancement, and is consistent with the concept of a dual career path. This classification includes two categories: 1) A Technical Specialist within a defined area of specialty or 2) A Project Manager for projects of large or above average complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District standards.

Technical Specialist: Acts as a lead and provides technical expertise for a major functional area or a specialized field for projects that are complex or multiple smaller projects. They are recognized as technical specialists in their field or discipline who would provide technical advice and policy recommendations to project teams and Program Managers.

Project Manager: Acts as a lead and is responsible for project management for projects of large or above average complexity, involving negotiation of agreements or discussions of technical issues with peer and senior-level contacts outside of the District and are of moderate to high visibility and sensitivity to Metropolitan in the area of its core business initiatives. They are responsible for identification of major project decisions and policy recommendations to be brought to management's attention.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, Assistant Group, or Group Manager.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Collaborates with managers to determine short-term and long-term training needs to build a scalable, sustainable training plan and curriculum; designs, develops and implements impactful curriculum, action learning, training workshops and e-learning to meet business needs; responsible for curriculum design in assigned area.
2. Conducts research with subject matter experts and others, as needed, to define training content and to find solutions to alleviate knowledge and skill gaps; conducts, monitors and evaluates training courses delivered in assigned area and drives appropriate follow-up activities.
3. Stays abreast of best practices in training and development and develops methods for continuously renewing and updating curriculum content; identifies, recommends, and implements innovative and cost-effective learning solutions; ensures that ongoing deployments of curriculum/workshops are effective and efficient.
4. Provides expertise in best-in-class learning strategies, methods, processes and curriculum for developing workforce capability; partners with Human Resources and business leaders in assessing skill and capability development requirements, and defining appropriate training curriculum and workshops.
5. Evaluates and ensures that vendor performance meets or exceeds defined performance standards and adheres to overall company policies and procedures; administers project plans for successful implementation to include critical design milestones, business readiness, communications and deployment.
6. Ensures effective administration of training processes and policies; supports deployment of training in multiple areas of training content; coordinates training programs and e-learning, program materials, customer communications, venue logistics, and utilizes learning management system to generate reports and analyze training data.
7. Facilitates meetings and serves as expert resource for supervisors and managers.
8. Provides support to management and employees regarding organization development initiatives.
9. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university in a related field and six years of relevant experience; or three years as a MWD Human Resources Analyst III level in the related field (effective through June 2015).

Required Knowledge of: Professional, technical, and non-technical instructional design, training, and development practices; adult learning principles, and human performance technology; design and implementation of competency based development systems and assessment processes; employee, management, and leadership development principles and practices; methods and equipment including multi-line phones, copiers, facsimile machines, and computers.

Job Title: Senior Human Resources Training Specialist

Job Code: YC51

Adopted: 10/05/08

Revised: 01/2010

Supercedes: 10/05/08

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Required Skills and Abilities to: Design curriculum, including training development, learning design, and development of instructional materials; quickly adapt training approaches and tools; presentation and interpersonal; strong consulting and facilitation, project management, problem solving and analysis and performance consulting; demonstrated expertise in principles and theory of human performance, management and leadership development, change management, process improvement, team building, conflict resolution, and related management and organizational practices; master complex subject matter for a variety of highly visible initiatives that are of significant opportunity to the company; coordinate training using a variety of media including audio and video conferencing, and various on-line learning technologies; use audio and visual and computer equipment in classroom presentations; present information, direct structured learning experiences, facilitate group discussions and group process; convey enthusiasm about learning; plan, prioritize, and manage multiple projects simultaneously with strong results focus; make decisions and operate independently with respect to moderately complex issues and business requirements; work independently and as a member of a team; provide excellent customer service; establish and maintain effective working relationships with those contacted in the course of work; and operate office equipment including computers and supporting applications.

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

- Valid California Class C Driver License that allows you to drive in the course of your employment.

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.