



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## PRINCIPAL TRAINING ADMINISTRATOR

<b>Group-Section:</b> Various	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 56 <b>Job Code #:</b> YC17
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### JOB SUMMARY

The specialized advanced journey level performing Principal Training Administrator job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of guidelines. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. 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 Expert within a defined area of specialty; or 2) A Project Manager for projects involving the highest level of technical complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District Standards.

**Technical Expert:** Acts as a technical expert for a major functional area or specialized field. May represent Metropolitan as expert in a technical field or functional discipline; develop comprehensive technical strategies and policy recommendations for Metropolitan within their area of expertise; and provide final approval of work within their technical expertise or functional specialty. Positions within this career path are the highest-level technical experts.

**Project Manager:** Acts as a lead and is responsible for project management of projects involving the highest level of technical complexity, political sensitivity, numerous contacts with high-level managers and officials both inside and outside of Metropolitan, are of high visibility to Metropolitan in the area of its core business or strategic initiatives, and negotiates policy aspects of programs or agreements with outside entities. Employees, generally have broad authority within established parameters to make major project decisions.

## **OVERSIGHT**

**Supervision Received:** Receives direction from the Team, Unit, Section, 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. Performs a variety of complex analytical duties including, but not limited to, training program development, budget analysis, contract administration and purchasing. Analyzes and makes recommendations for the solution of budgetary, procedural and general management problems and program needs; may coordinate and lead the work of assigned administrative staff.
2. Coordinates training programs and e-learning, program materials, customer communications, venue logistics, and analyzes training data. Ensures effective administration of training processes and policies.
3. Reviews work plan for assigned projects; determines work flow needs; establishes work schedule for completion; evaluates work products, methods and procedures; meets with staff to identify and resolve problems; makes recommendations to manager.
4. Provides consultation to training coordinators and departmental staff on training approaches and options available to address customer's short- and long-term training needs. Provides training and guidance, problem solving and customer service.
5. Leads or provides database management, course master development, code table maintenance and ensures data integrity. Identifies, develops, and implements systems changes in response to management and administration system problems, and in support of major computer system change. Develops system requirements with technical consultants.
6. Leads or manages internal web site information and links.
7. Stays abreast of best practices in training and development management and delivery options; identifies, recommends, and implements innovative and cost-effective learning solutions; ensures ongoing deployments of curriculum/workshops are effective and efficient.
8. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
9. Prepares complex bids and request for proposals; prepares, negotiates and administers complex agreements with outside agencies and organizations. Analyzes and identifies opportunities for improving purchasing services; implements just-in-time procurement; conducts assessments to determine feasibility of proposed projects; ensures cost savings, efficiency, productivity and program compliance in accordance with established guidelines.

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10. Administers assigned contracts; negotiates and prepares complex agreements with external organizations and vendors; monitors work progress and ensures that vendor performance meets or exceeds defined performance standards and adheres to overall company policies and procedures.
11. Manages project plans for successful implementation to include critical design milestones, business readiness, communications and deployment.
12. Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
13. Oversees and participates in the development and administration of an assigned annual budget; monitors and analyzes expenditures; monitors various project budgets; establishes tracking systems to ensure the most efficient use of resources.
14. 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 eight years of relevant experience; or four years as a MWD Senior Analyst level in the related field (effective through June 2015).

**Required Knowledge of:** Principles and practices of training management and analysis; methods and techniques used to analyze processes and recommend solutions; methods and techniques used to collect and analyze data and prepare reports based on findings; methods and techniques of contract administration; principles and practices of program development and administration; principles of budget preparation, analysis, forecasting and control; operational characteristics of information systems and their relation to business analysis; principles and procedures of financial record keeping and reporting; principles of business letter writing and basic report preparation.

**Required Skills and Abilities to:** Analyze and make recommendations for the solution of training, procedural and general management problems and program needs within assigned area; manage complex work assignments; write a variety of clear and concise administrative, statistical and analytical reports at the appropriate level of detail for use by decision makers; apply analytical techniques in diagnosing, troubleshooting, and resolving training administration and data management problems; understand application modules, flow of data, security issues, and system performance; prepare a monitor budgets and track costs; recommend and implement modifications to existing programs, systems and procedures; research, analyze and evaluate new service delivery methods and techniques; analyze and review the work plan for assigned projects and determine work flow needs; administer and monitor assigned contracts; operate office equipment including computers and supporting word processing and spreadsheet applications; communicate clearly and concisely, both verbally and in writing; establish and maintain collaborative working relationships with all levels within the organization; strong customer service skills.

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**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.