



EEO TRAINING & EMPLOYEE DEVELOPMENT SPECIALIST

Department: Human Resources

Job Code: 047900

Pay Range: Professional 07

FLSA: Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional work in the area of EEO training and employee development. Under general supervision, an employee in this class uses a considerable amount of independent judgment to plan and develop training and employee development programs on a County-wide basis or on request by individual departments. Work may require gaining cooperation of a variety of departments in developing and providing cross-departmental programs.

ESSENTIAL FUNCTIONS:

- Assess or assist in assessing training and organizational development needs; propose and develop training programs and delivery systems including classroom, electronic learning and independent study.
- Develop project budgets; coordinate inter-departmental input.
- Design, conduct and coordinate training programs including: defining objectives; designing curricula; selecting training methods; designing program evaluations; designing and producing course material and training aids; selecting training methods; developing participant selection criteria and assessing program effectiveness.
- Ensure training sites/facilities are accessible to disabled persons.
- Research and develop adult training programs and present training programs to employees and employee groups.
- Prepare written and electronic training promotional materials.
- Provide information, resources, materials and equipment to departments in support of their training and employee development programs, as available; prepare reports and correspondence; participate in meetings; compile data.
- Maintain current knowledge of workplace diversity issues, EEO, sexual harassment, and ADA regulations, laws, and policies.
- Use a variety of computer programs in developing training programs and materials including developing program text and graphics
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- May develop Requests for Proposals.
- Perform other related duties as assigned.

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SUPERVISION EXERCISED AND RECEIVED: This job classification does not supervise other staff. The work is performed under the general direction of the Organization Development Manager. Performance is evaluated based on direct observation, client satisfaction, productivity, and results achieved.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. Typically the work of this classification is in an office environment with the incumbent gathering data in the field and/or traveling to various County facilities.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. Physical demands include the ability to alternate between sitting and standing for extended periods of time (up to 8 hours); see, listen and speak for extended periods of time; and frequent walking. Other physical and mental demands include occasional balancing, stooping, kneeling, crawling, climbing stairs, pushing, pulling and lifting up to 35 pounds. Incumbents in this position must be able to reason, analyze and communicate effectively, both verbally and in writing. Driving to various training locations is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- The principles and practices of equal employment opportunity, employee development and adult training.
- State and federal laws affecting and/or regulating training, EEO, ADA, sexual harassment and providing for accessibility to disabled persons.
- Training consultants and resources.
- Practices, principles and methods of needs assessment.

Skill in:

- Reading, speaking and writing in English using correct grammar, syntax and expression.
- The use of personal computers using Excel, Word, desktop publishing, and PageMaker or related software products.
- Making effective presentations to adults and developing presentation graphics.

Ability to:

- Determine needs and develop appropriate and effective training and development programs.
- Communicate effectively with a wide range of people from diverse cultural, educational and economic backgrounds and with varying abilities.
- Establish and maintain effective working relationships with department managers and employees.
- Work as a member of a team.
- Coordinate and perform multiple tasks and duties concurrently and complete assignments in a timely manner.
- Ability to lift, carry, and set up training materials and equipment weighing up to 35 pounds.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.

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KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to: (continued)

- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Bachelor's degree in education, training and development, organizational development, human resources management, business or public administration, or a closely related field and three years experience designing, implementing, and presenting adult education courses with an emphasis in EEO & Employee Development. Additional professional experience will substitute for the educational requirement on a year-for-year basis.