

CITY OF HARRISONBURG
invites applications for the position of:

Learning & Development Specialist

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$25.67 - \$29.52	\$2,053.60 - \$2,361.60	\$4,449.47 - \$5,116.80	\$53,393.60 - \$61,401.60

OPENING DATE: 04/20/22

CLOSING DATE: Continuous

DESCRIPTION:



The City of Harrisonburg's Human Resources Department is currently seeking a Learning & Development Specialist to ensure the City has high-quality and comprehensive training programs for a workforce in diverse stages of their careers. Collaboration and leadership in this role will be key in ensuring the success of the programs while simultaneously advancing the Human Resources Department's Strategic Plan.

The Human Resources Department serves approximately 850 employees and currently consists of 5 team members: Director, Assistant Director, Generalist Senior, Generalist, and Administrative Specialist. The Learning & Development Specialist is a new position and will be the sixth team member in the department. The position offers an excellent opportunity for the selected candidate to make a direct impact in the City's workforce while also being part of an evolving culture with the following five values: Progressive Innovation, Winning Teamwork, Productive Communication, Trusted Service, and Valued Employees.

The Learning & Development Specialist is an exempt full-time position with benefits and a preferred hiring range of \$25.67 - \$29.52 per hour (equivalent to \$53,393 - \$61,401 annually); however, an exact salary will be dependent upon the selected candidate's qualifications and experience and in compliance with City Policy Section 3: Compensation. Future availability for a hybrid telecommuting work arrangement may be considered.

As the Learning & Development Specialist, you will:

- Utilize an instructional design method for the analysis, design, development, implementation, and evaluation of training programs including, but not limited to, new employee orientation programs, supervisor leadership and management training programs, equity and inclusion training programs, specific departmental training programs, and human resources compliance-based training programs;
- Serve as a productive member of the Human Resources Team, engaging with, receiving feedback from, and coordinating trainings with team members and outside vendors/consultants;
- Complete needs assessments for training curriculum and delivery based on compliance requirements, departmental requirements, organizational goals and objectives, and human resources strategic planning documents;
- Design and develop curriculum and training sessions to engage a variety of adult learning styles with a variety of styles, techniques, tools, and presentation formats in order to create the optimal learning experience;

- Develop organization-wide training schedules, calendars, and internal marketing material for the communication of programs with special attention to flexible hours and equitable access to trainings and materials;
- Create train-the-trainer events and provide support to departmental trainers as needed;
- Maintain the City's Learning Management System (LMS) by tracking employee training, uploading materials to the LMS, and monitoring employee completion and performance ratings in the LMS;
- Research best practices in learning and development and remain abreast of pertinent human resources matters;
- Monitor the City's compliance related to new Federal, State, and local requirements and create programs to meet applicable standards;
- Participate in the development and maintenance of comprehensive and equitable career development plans/programs and the creation and maintenance of incentive programs for licensure, certification, degree, and educational credentials;
- Make recommendations pertaining to the annual budget and performance measures in addition to monitoring expenditures related to training programs;
- Periodically create requests for proposals for learning and development consultants in coordination with the Department of Finance Procurement Division in addition to reviewing proposal submissions and interviewing and recommending consultants;
- Create relationships with schools and institutions of higher education to develop programs for the recruitment and/or retention of City employees;
- Draft recommended changes to programs, policies, and other related documents as necessary;
- Serve on various organization-wide committees as assigned;
- Operate a City vehicle in the performance of duties;
- Perform other duties as assigned.

Minimum Requirements:

- Undergraduate degree from an accredited college or university with a major in human resources, public administration, business administration, adult education, or related field and considerable (3-5 years) experience in training program development and implementation, training curriculum development, and delivery of training programs. An equivalent combination of education and experience may be used to meet these requirements.
- Valid driver's license.
- Society for Human Resource Management (SHRM) Certification and/or International Public Management Association for Human Resources (IPMA-HR) Certification preferred but not required.
- [Click here to view the physical requirements for this position.](#)

The ideal candidate for this position will have:

- Thorough knowledge of:
 - Federal and State employment laws and human resources best practices;
 - Instructional design methodology and proper execution of needs analyses; and
 - Organizational development concepts and practices.
- General knowledge of:
 - Adult learning theories and principles;
 - Various learning facilitation techniques;
 - Equity and inclusion practices and improvements, specifically related to equity and inclusion content, in addition to employee access to and quality of training and education; and
 - Career development programs and the valuation of applicable licensure, certification, degree, and educational credentials.
- Some knowledge related to budgeting and performance measurement creation.
- Comprehensive skill in:
 - Creating training programs for a variety of adult learners; and
 - Creating and delivering presentations, speeches, reports, and research through various delivery methods.

- The ability to:
 - Work with necessary technological programs to improve program quality and efficiency;
 - Work with, present to, and receive feedback from colleagues of diverse learning abilities, backgrounds, and perspectives;
 - Utilize data collection and calculation, presentation, and word processing software in the creation of professional and impactful learning and development materials;
 - Communicate orally and in writing to City employees; and
 - Work cooperatively with employees and to contribute to teamwork efforts.

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV record review;
- Drug screening; and
- Criminal background check.

To Apply: In order to be considered, all candidates must submit a complete City of Harrisonburg online employment application, to include previous work experience and education history. This position may close at any time after 10 calendar days. (posted 04/20/2022)

The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.



APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5185 - (April 2022)
LEARNING & DEVELOPMENT SPECIALIST
CM

OUR OFFICE IS LOCATED AT:
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