

Missouri Department of Transportation

Code: R04011

Title: Employee Development Specialist

Exemption Status: Non-Exempt

Grade: 11

Job Description

Effective Date 05-01-2018

**Replaces
(Effective Date)** 05-01-2015

General Summary The employee development specialist performs routine entry-level activities in regards to identifying, training, and creating solutions to effectively remove barriers so that employees can improve their performance. Responsibilities are performed under direct supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Human Resources, Training and Development, Organizational Development, Psychology, Statistics, Mathematics, Adult Learning, Business Administration, or related field

**Supervisory
Responsibilities** None

Location Central Office - Human Resources

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Conducts training programs for employees, including class management, technical training, compliance training, and soft skills training.
- (2) Recommends updates to training modules; evaluates trainers; and evaluates and reports on training outcomes.
- (3) Coordinates facilitation materials for focus groups and process improvement.
- (4) Participates in contract management, including project management for training contracts, training facilities management, and class management.
- (5) Provides general assistance with the administration of the Learning Management System, including contracts, training and supporting the administrators, and reporting.
- (6) Coordinates the activities of the work life center, including programming and career counseling.
- (7) Assists in the management of the performance consulting process.
- (8) Assists with the development and administration of employee and organizational surveys. Assists with the collection and analysis of data from employee and organizational surveys. Assists with the development of reports based on survey data analysis. Utilizes all survey methodologies, including web-based survey

methods. May perform data analytics from multiple sources.

- (9) Provides general assistance with the administration of the performance development approach, including the on-line resources and the performance development process.
- (10) Provides general assistance with leadership development programs, including program content, learning events, and reporting.
- (11) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.