



Office of Human Resources
HR Learning and Development Director - CA3004
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General Statement of Duties

Directs and implements the Learning and Development strategy for the City through program development, counseling, and leadership of Learning and Development staff. Serve on various teams that have citywide impact where the expertise is used to plan and deliver on projects. Develop specific actions necessary to accomplish the citywide Learning and Development vision in partnership with the Executive Director and Deputy Director of OHR.

Distinguishing Characteristics

There are three general management classes (Manager, Director, and Executive) and specific individual management classes. The Manager is a first level management class. A Manager oversees work groups/areas within a division or agency and is generally responsible for supervising first or second line supervisors and/or individual contributors. A Manager position is operationally and/or functionally focused.

The Director is a mid-level management class. A Director manages a division or agency and is generally responsible for supervising managers, supervisors, and individual contributors. A Director position is operationally and/or functionally focused as well as strategically focused.

The Executive is the highest level of management class in the city other than appointees or elected officials. An Executive directs multiple divisions and is generally responsible for supervising directors, managers, supervisors, and individual contributors. An Executive position is strategically focused.

The HR Learning and Development Director class is distinguished from the Executive Director of the Office of Human Resources that directs a comprehensive, city-wide Human Resources Office by establishing a multi-year vision and strategic plan for the organization while ensuring alignment with the city's broader organizational and human resources goals and objectives and ensures the organization accomplishes annual goals and initiatives.

Essential Duties

Directs the Learning and Development team. This involves keeping the team on target in accomplishing goals that fulfill the OHR vision.

Develops strategy and specific actions necessary to accomplish the Citywide Learning and Development vision in partnership with the Executive Director and Deputy Director of OHR.

Leads key conversations to include mayoral meetings, Career Service Board meetings, with Appointees, Directors and Service Team Managers concerning plans and strategy execution.

Leads citywide training and cohort programs.

Develops, tracks and manages budget to support the strategic initiatives.

Serves on various teams that have citywide impact facilitate to planning and delivery of projects.

Serves as point of contact for Workday implementation for Performance

Management and leads the change management initiative Citywide.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Adapting and Responding to Change - Adapts to changing circumstances and direction. Accepts new ideas and change initiatives.

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions why may include tough choices, after considering risks

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

Knowledge of teaching, training, research, making presentations, lecturing, testing, and other instructional methods.

Knowledge of the principles and practices of adult training.

Knowledge of the impact of change on people, processes, procedures, leadership, and organizational culture; knowledge of change management principles, strategies, and techniques required for effectively planning, implementing, and evaluating change in the organization.

Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state and local employment regulations.

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Level of Supervision Exercised

Directs a human resources division by supervising managers, supervisors, and may supervise individual contributors.

Education Requirement

Bachelor's Degree in Business Administration, Human Resources, or a related field.

Experience Requirement

Ten (10) years of professional level human resources experience including five (5) years managing a human resources function.

Education & Experience Equivalency

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Subject to long, irregular hours.
Subject to pressure for multiple calls, inquiries, and interruptions.
Subject to varying and unpredictable situations.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Oral Comprehension: Ability to discern the meaning of oral speech.
Sitting: Remaining in a stationary position.
Stooping: Positioning oneself low to the ground.
Talking: Communicating ideas or exchanging information.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.
Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check
Education Check
Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-17

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 11/27/22

Revised By: BM

Class History: 7/27/2020 - Updated Job Title and Distinguishing Characteristics.

11/27/2022 - Revised pay grade as a result of CN1746.