



**JOB INFORMATION**

|                         |                         |
|-------------------------|-------------------------|
| Job Code                | EB12                    |
| Job Description Title   | Dir, Human Resource Dev |
| Pay Grade               | HR15                    |
| Range Minimum           | \$105,970               |
| 33rd %                  | \$137,760               |
| Range Midpoint          | \$153,660               |
| 67th %                  | \$169,550               |
| Range Maximum           | \$201,340               |
| Exemption Status        | Exempt                  |
| Approved Date:          | 7/30/2021 11:15:47 AM   |
| Legacy Date Last Edited | 2/28/2023               |

**JOB FAMILY AND FUNCTION**

|               |                        |
|---------------|------------------------|
| Job Family:   | Human Resources        |
| Job Function: | Training & Development |

**JOB SUMMARY**

Develops and conducts training, development, and orientation programs for the University.

**RESPONSIBILITIES**

- Reviews, evaluates, and makes recommendations regarding Human Resource Development policies, procedures, programs, and budget.
- Develops and facilitates new employee orientation and other training programs.
- Determines, designs, and delivers appropriate organizational interventions for University units.
- Measures and evaluates training and development by compiling, maintaining, and providing data and reports concerning Human Resource Development programs and interventions.
- Manages and coordinates special projects.
- Assists University employees and supervisors with training and development decisions and actions.
- Provides policy direction for and oversight of the employee educational improvement benefits and the university's performance management system.
- Manages the learning function through coordination of training and development resources, marketing programs, and human resource development functions; oversight of the learning management system; and assistance to other university trainers and training/development projects.

**SUPERVISORY RESPONSIBILITIES**

|                            |   |
|----------------------------|---|
| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |
|----------------------------|---|

**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education  |     | Years of Experience | Focus of Experience  |  |
|-------------------|---|-----|---------------------|--|--|
| Bachelor's Degree | In Human Resources, Management, Business Administration, Industrial/Organizational Psychology, Education or related field | And | 7 years of          | Experience in the direction and management of staff development programs |  |

Substitutions Allowed for Education Yes

*Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.*

Substitutions Allowed for Experience Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of human resources policies, practices, precedents, and laws related to performance review and employee development.

Knowledge of staff development techniques and strategies.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
| None Required.          |                                |            |                  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       | X      |              |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       | X      |              |            |            |
| Extreme heat           |       | X      |              |            |            |
| Humidity               |       | X      |              |            |            |
| Wet                    |       | X      |              |            |            |
| Noise                  |       | X      |              |            |            |
| Hazards                |       | X      |              |            |            |
| Temperature Change     |       | X      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

### **Vision Requirements:**

Ability to see information in print and/or electronically.