

PROGRAM DEVELOPMENT AND TRAINING MANAGER

DEFINITION

Supervises, plans, develops, and coordinates staff development program activities in support of the coordination and management of personnel services and program functions of the Facilities Services Division.

TYPICAL DUTIES

Supervises, plans, organizes, directs, and implements a wide range of staff training and development programs for all levels of Facilities Services Division employees to improve job skills and promote career development, and ensure compliance with all District policies, Personnel Commission rules, bargaining agreements, and related federal and State labor laws.

Interacts with supervisory, managerial, and administrative personnel to identify training needs, in support of the coordination and management of personnel services.

Coordinates staff development programs by selecting qualified professional speakers, internal staff, and instructors, and arranges for training facilities.

Develops policies and procedures for facilities-related training needs the skilled trades apprentice and provides assistance and guidance to staff regarding grievance procedures and pertinent policies, rules, and laws.

Interacts with various unions; and Facilities Division branches.

Coordinates the scheduling of training sessions and classes.

Monitors staff development, training program progress, and personnel-related matters by maintaining records.

Manages a staff development program budget.

Interacts with Facilities Services Division's Project Execution and Program Controls to coordinate training available through bond funded project.

Develops, composes, maintains, and distributes training outlines, bulletins, memoranda, handbooks, and manuals.

Markets and publicizes staff development and training sessions.

Serves as a consultant and counselor to Facilities Services Division employees to discuss training needs related to staff development, workshops, and programs.

Assesses the effectiveness of the staff development and training programs and makes recommendations for improvement.

Prepares training schedules and resolves scheduling and booking conflicts.

May recruit and train other personnel as group leaders and speakers.

May make oral presentations at employee meetings, workshops, and other conferences.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Program Development and Training Manager supervises, plans, develops, and coordinates staff development activities for all Facilities Services Division employees to improve job skills and promote career development in support of the coordination and management of personnel services and program functions of the Division.

The Director of Facilities Program Support Services assists the Chief Facilities Executive in the overall administration of the Facilities program, carries out special projects, and oversees all funding and contract aspects of the facilities programs.

A Division Human Resources Administrator develops and administers a comprehensive integrated personnel system for a Division through managing a personnel services unit.

A Human Resources Representative assists an administrator by administering and coordinating personnel practices and performing other administrative tasks.

SUPERVISION

General direction is received from the Director of Facilities Program Support Services and Division Human Resources Administrator. General supervision is exercised over staff development support staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, policies, and practices of public personnel administration
- Merit System and related provisions of the California Education Code, Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), Labor and other codes, laws, rules, policies, procedures, and union contracts pertaining to classified employees of the District
- Concepts and methodology of employee training and assessment
- Rules, regulations, and policies and procedures related to training
- Principles of organization, management, and supervision
- Organization and structure of the Facilities Services Division and Maintenance and Operations
- Overview of the District's business operations and the services provided by other branches or divisions
- Basic principles of budgeting, accounting, and professional services contracting
- Collective bargaining and labor agreements
- Various software and computer applications

Ability to:

- Plan, develop, direct, and coordinate staff development programs for all levels of employees
- Analyze training needs and develop appropriate training programs
- Work effectively with District staff, business representatives, bargaining unit representatives, District personnel
- Train and advise staff on human resources principles
- Interpret State and federal labor laws; District policies, procedures, and rules; Personnel Commission rules, and collective bargaining agreements
- Communicate effectively orally and in writing
- Prepare presentations for staff development and training
- Use computers with Microsoft operating systems and word processing, database, and spreadsheet software
- Supervise effectively

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in engineering, business administration, public administration, or a related field.

Experience:

Four years of supervisory or professional-level administrative experience, preferably in construction or repair and modernization programs, maintenance, operations, or engineering. Experience in program development and/or training program coordination is preferred.

Special:

A valid California Driver License
Use of an automobile

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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