

CITY OF CHATTANOOGA

Classification Specification Title: Director Leadership & Professional Development

Department: Human Resources

Pay Grade: GS.14

Supervision Received From: Deputy Chief HR Officer

FLSA Status: Exempt

Supervisory Responsibility For: Human Resources Technician

Established: 6/30/21

**Revision Dates: 4/1/25;
10/20/23; 1/11/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for the development, coordination and implementation of a comprehensive City-wide training and development program. Collaborates with City leadership to assess and identify skill gaps and areas of learning opportunity. Conducts needs analysis to plan, develop, implement, evaluate and coordinate a variety of training programs to improve organizational and individual performance. Responsible for initiating new leadership development, performance management and succession planning systems focused on achieving long-term goals as well as addressing immediate development needs. Works under general supervision.

SERIES LEVEL:

The Director Leadership & Professional Development is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Creates and Manages Training and Development Division Budget. Supervise Training and Development Division staff to include: Manager of Work-based Learning and Training Specialist.

Design training programs/curriculum based on needs analysis by identifying the skills needed by various employee classifications and assessing current skill level of employees.

May meet with department administrators, focus groups or surveys to identify department and City-wide training needs.

Design, develop and implement policies and procedures to deliver training and assessments, track training and report on the training activity.

Plan and coordinate the delivery of a City-wide training program.

Develop a City-wide training plan for short and longer term training issues.

Evaluate and monitor the effectiveness of training programs through methods such as survey results, employee performance or administration feedback.

Develop, administer, review and report results of City-wide training needs analysis on a continual basis.

Prepare, administer, gather and report results of training surveys.

Recommend development and delivery of training programs and courses to meet identified needs and implement recommendations.

Determine appropriate learning resources and delivery methods for adult learners and also the cost benefit of designing programs in-house or using external vendors while serving as the primary interface with training and development vendors when needed.

Provides direction to the HR team and City leadership in the design and implementation of appropriate learning interventions and training programs.

Responsible for delivering training, teaching other staff members and internal subject matter experts to deliver training and arranging for training through external providers when budget allows.

Train, communicate and educate employees on City-wide policy and procedures.

Recommend training and development programs for employees based on results of performance evaluations and ensure follow up and appropriate feedback for the employee's leadership structure to assist with continuous development.

Oversee and coordinate leadership training for all levels of supervisory staff and assists with other training and development programs to prepare potential leaders within the City, to include designing and implementing a City-wide mentoring program and other programs necessary for appropriate succession planning.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Human Resources, I/O Psychology or related field and four (4) years of progressively responsible human resources experience, with at least two (2) years in a training and development related role.

LICENSING AND CERTIFICATIONS:

PHR preferred

KNOWLEDGE & SKILLS:

Knowledge of principles and methods for curriculum and training design, instruction and various learning styles, teaching and instruction for individuals and groups and measurement of training effects; human behavior and performance; effective communication methods and techniques; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures; mathematical concepts; research methods and customer service principles.

Skill in conducting formal training needs assessments; selecting and using training and instructional methods; analyzing the effectiveness of training programs; displaying effective and professional initiative and a proactive and collaborative leadership style; analyzing and interpreting policies and procedures; preparing written reports and business correspondence; using computers and related software applications; maintaining confidentiality; communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require: standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.