Classification Specification for Unclassified Service

Title: Leadership Development Specialist

Pay Scale Group: 16

Essential Function

Under general supervision from the Director, Leadership Development, the Leadership Development Specialist is responsible for the development and support of training solutions from needs analysis through implementation and evaluation.

Characteristic Duties

Work collaboratively with Leadership Development team members to drive the talent strategy.

Supports the goal of establishing the human capital of the organization as a critical component in accomplishing business goals.

Promote positive relationships between Human Resources and internal/external client groups.

Actively participate in the design, development, implementation and support of organizational improvement and feedback processes including implementation of, and monitoring of the Performance Management process.

Partner with Subject Matter Experts and clients to design, develop and implement training solutions that support competency development and add value to the learner and their profession.

Plan, organize, and complete special projects, reports, and analyses.

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with three (3) years of Adult Learning experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in Human Resources or related field.