



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PRINCIPAL HUMAN RESOURCES TRAINING SPECIALIST

Group-Section: Human Resources	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 55 Job Code#: YC52
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JOB SUMMARY

This is the specialized advanced journey level performing Principal Human Resources Training Specialist job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of guidelines. Plans, organizes, coordinates, and implements activities to train, develop and maintain the job related knowledge and competencies of employees. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

This classification is an alternative to the management track for advancement, and is consistent with the concept of a dual career path. This classification includes two categories: 1) A Technical Expert within a defined area of specialty; or 2) A Project Manager for projects involving the highest level of technical complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District standards.

Technical Expert: Acts as a technical expert for a major functional area or specialized field. May represent Metropolitan as expert in a technical field or functional discipline; develop comprehensive technical strategies and policy recommendations for Metropolitan within their area of expertise; and provide final approval of work within their technical expertise or functional specialty. Positions within this career path are the highest-level technical experts.

Project Manager: Acts as a lead and is responsible for project management of projects involving the highest level of technical complexity, political sensitivity, numerous contacts with high-level managers and officials both inside and outside of Metropolitan, are of high visibility to Metropolitan in the area of its core business or strategic initiatives, and negotiates policy aspects of programs or agreements with outside entities. Employees, generally have broad authority within established parameters to make major project decisions.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Partners with business leaders and managers in assessing skill and capability development requirements, and defining appropriate training curriculum and workshops or interventions; provides expertise in best-in-class learning strategies, methods, processes and curriculum for developing workforce capability.
2. Provides support to managers and employees regarding training and organization development initiatives; facilitates meetings and serves as expert resource for supervisors and managers for transition management, problem-solving, process improvements and team building.
3. Coaches managers and collaborates with them to determine short-term and long-term training needs to build a scalable, sustainable training plan and curriculum; designs, develops and implements impactful curriculum, action learning, training workshops and e-learning to meet business needs; leads curriculum design in assigned area.
4. Leads research with subject matter experts and others, as needed, to define training content and to find solutions to alleviate knowledge and skill gaps; conducts, monitors and evaluates training courses delivered in assigned area and drives appropriate follow-up activities.
5. Leads the monitoring of best practices in training and development and develops methods for continuously renewing updating curriculum content; identifies, recommends, and implements innovative and cost-effective learning solutions; ensures that ongoing deployments of curriculum/workshops are effective and efficient.
6. Evaluates and ensures that vendor performance meets or exceeds defined performance standards and adheres to overall company policies and procedures; administers contracts and project plans for compliance and accurate, timely payments; monitors successful implementation to include critical design milestones, business readiness and communication.
7. Oversees the effective administration of training processes and policies; leads deployment of training in multiple areas of training content; coordinates training programs, e-learning selection and delivery, customer communications, venue logistics, and utilizes learning management system to generate reports and analyze training data.
8. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university in a related field, and eight years of relevant experience; or four years as a MWD Senior Human Resources Training Specialist (effective through June 2015).

Required Knowledge of: Professional, technical, and non-technical knowledge of instructional design, training and organization development practices, adult learning principles, and human performance technology; design and implementation of competency based development systems and assessment processes; employee, management, and leadership development principles and practices; change management theory; methods and equipment including multi-line phones, copiers, facsimile machines, and computers.

Required Skills and Abilities to: Design curriculum, including training development, learning design, and development of instructional materials; quickly adapt training approaches and tools; strong verbal and written communication; proven presentation and interpersonal; strong consulting and facilitation, project management, problem solving and analysis and performance consulting; demonstrated expertise in principles and theory of human performance, management and leadership development, change management, process improvement, team building, conflict resolution, and related management and organizational practices; master complex subject matter for a variety of highly visible initiatives that are of significant opportunity to the company; coordinate training using a variety of media including audio and video conferencing; use of various on-line learning technologies; use audio visual and computer equipment in classroom presentations; present information, direct structured learning experiences, facilitate group discussions and group process; plan, prioritize, and manage multiple projects simultaneously with a strong results focus; interact effectively and work collaboratively with stakeholders at all levels of the organization; make decisions and operate independently with respect to moderately complex issues and business requirements; demonstrate ability to work both independently and as a member of a team; excellent customer service and interpersonal relationship building; establish and maintain effective working relationships with those contacted in the course of work; operate office equipment including computers and supporting applications.

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

- Valid California Class C Driver License that allows you to drive in the course of your employment.

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Title: Principal Human Resources Training Specialist

Job Code: YC56

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Page: 3

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.