



Job Description

TITLE: Employee Development Specialist	JOB CODE: 3355
DEPARTMENT: Human Resources	FLSA: Non-Exempt
PREPARED: October 25, 2011	WORK LOCATION: Aztec, NM
UPDATED: August 31, 2020	

Summary: Under general supervision of the Deputy Human Resources Officer, this individual will be responsible for designing and implementing concise and energized training and development programs, initiatives, and plans for all employee levels. Identify training needs based on both the organization's and individual's needs through surveys, interviews, consultations with supervisors, and employee feedback. Upon request, assist employees with individual career paths to enhance job performance. Track and perform a variety of calculations of various human resources metrics, which measure talent management in support of business objectives and succession planning. The ideal Employee Development Specialist will be a friendly, clear, and strong speaker with exceptional facilitation, presentation, and listening skills.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Promotes employee engagement. Key services include performance improvement strategies and systematic training needs assessment to ensure support of San Juan County core values.
- Assesses career developmental needs to identify and promote training initiatives; coordinates, develops, and presents training programs for all employees.
- Designs, plans, and conducts new hire orientations and training for employees in an effective and efficient manner meeting goals for optimal delivery, content, and comprehension.
- Develops training material, aids, curriculum, activities, and exercises that are clear, concise and accurate to reflect the training plan, budgetary requirements, and compliance.
- Amends and revises training programs as necessary in order to adapt to the changes that occur in the working environment.
- Develops standards and guidelines to evaluate training program to determine quality and overall effectiveness.
- Prepares special reports by collecting, analyzing, and summarizing information and trends. Prepare benchmark metric reports as it applies or as requested. Tracks trends and developments in assigned functional areas.
- Provides HR Policy guidance and interpretation including federal and state regulations to employees, supervisors, and managers.
- May assist with the social media site to develop recruiting strategies promote a comprehensive social media strategy that defines the County's recruitment program and identifies new opportunities to increase visibility; monitors media trends, tools and applications and appropriately applies that knowledge to continually enhance the social media presence.
- Utilizes HR software in support of recruitment, performance evaluations and career development; data entry into respective resource tracking systems.
- Utilizes training database software to maintain, enter data, and track employee information and training sessions.
- Cross train with all positions in the Human Resources Department may be required to perform the duties of those positions; serve as a backup to Benefits Specialist in their absence or as needed; may assist other departments by serving on interview panels as a representative of HR; may assist Deputy HR Officer in the development and submittal of unemployment claim disputes; assist with filing in employee personnel files.
- Responsible for all employee training documents, materials, plans, etc. including filing in employee personnel files.
- Participates in special projects as assigned; performs research and assists in developing and implementing programs and procedures.
- Handles sensitive and confidential data and ensures the quality and integrity of all information produced.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of modern principles and practices of human resources management and administration.
- Knowledge of pertinent Federal, State and local laws, codes and regulations.

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- Knowledge of HR metrics calculations, ROI, and applicant tracking systems.
- Knowledge of County policies and procedures.
- General knowledge of human resources and employee benefits operations and functions.
- Skill in internal public relations, traditional and social media marketing.
- Creative, good analytical and networking skills, detailed, organizational skills.
- Engaged and energetic, multi-task; team player.
- Skill in HR software experience including training and employee development tracking.
- Knowledge of social media sites including, but not limited to Facebook, Twitter, YouTube, LinkedIn, Google, blog sites, etc.
- Skill in applying human resources principles to specific problems and issues.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in providing a high level of customer service to County employees and the public.
- Skill in preparing routine reports and correspondence.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing; excellent writing skills.
- Skill in establishing and maintaining effective working relationships with County staff and the general public.
- Strong skills in the use of a personal computer and standard business software programs to include Excel, Access, Word, Publisher, Web Design, and PowerPoint. Ability to learn new software applications.
- Strong skills in public speaking with the ability to effectively conduct and deliver training on a variety of topics to all levels of employees, and new hire orientations.
- Ability to effectively present ideas and explain human resources policies using considerable tact and diplomacy.
- Ability to maintain confidentiality of human resources activities.
- Ability to manage social media related projects, to include strategizing and educating HR management on incorporating relevant social media techniques.

Education and Experience:

- Bachelor’s degree preferred and minimum of five (5) years of general Human Resources experience; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Three (3) years of professional classroom facilitation in a diverse training capacity.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- The noise level in the work environment is usually moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____