

POSITION DESCRIPTION**IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3**

DOA-15302 (C07/2015)
PREVIOUSLY OSER-DMRS-10
State of Wisconsin
Department of Administration/Division of Personnel Management

1. Position No.
022854

2. Cert / Reclass Request
No. 19-310

3. Agency
No. 505

4. NAME OF EMPLOYEE

5. DEPARTMENT, UNIT, WORK ADDRESS

DOA, Enterprise Training, BMRS
Hill Farms State Office Building
4822 Madison Yards Way Madison, WI 53705

6. CLASSIFICATION TITLE OF POSITION

Training and Development Spec., Senior

7. CLASS TITLE OPTION (to be filled out by Human Resources Office)

8. NAME AND CLASS OF FORMER INCUMBENT

Megan Watt, Training Officer - Senior

9. AGENCY WORKING TITLE OF POSITION

Employee Development Specialist

10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES

11. NAME AND CLASS OF FIRST-LINE SUPERVISOR

Jessie Payne, Training Supervisor

12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE
PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS?
IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM.

Yes ☐

No ☒

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %

GOALS AND WORKER ACTIVITIES

(Continue on attached sheets)

SEE ATTACHED

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Page 2)

- a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☒ general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor



Date 04/01/2019

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee

Date

18. Signature of Human Resources Manager

Date

DISTRIBUTE COPIES OF SIGNED FORM TO:

☐ P-FILE

☐ SUPERVISOR

☐ EMPLOYEE

☐ CERT REQUEST COPY

POSITION SUMMARY

Under general direction from the Regional Training Supervisor, this position is responsible for the development and delivery of training for staff in various state agencies. Further responsibilities include conducting needs assessments and determining training needs, developing curriculum, coordinating and creating training resources, providing and delivering classroom training, and recommending marketing strategies to advertise training opportunities. This position will also be responsible for gathering data from trainees regarding the applicability of training sessions as well as modifying training programs and sessions to meet evaluation outcomes.

This position will partner with Human Resources and other training professionals within the division to meet training demands in various areas, including (but not limited to) employee/staff development, leadership development, new employee orientation, and supervisory/management development.

TIME %

GOALS AND WORKER ACTIVITIES

65%

A. Develop, coordinate, implement, facilitate, monitor, and evaluate professional training programs and sessions for staff of various agencies.

- A1. Conduct needs assessments and research regarding emerging issues and training needs across agencies.
- A2. Provide consultation services to leadership and management to conduct root cause analyses and assess actual training needs in teams and work units.
- A3. Develop training curricula and lesson plans to meet staff needs. Schedule programs and sessions as applicable to meet agency and enterprise demands.
- A4. Develop training materials, resources, and learning aids that are adaptable to trainee needs using accepted instructional design methods (ADDIE, Merrill's Principles of Instruction, etc.).
- A5. Tailor developed training programs/sessions via multiple delivery methods (podcast, webinar, classroom, etc.) to meet individual team and/or staff needs. Ensure changes continue to meet overall training objectives and maintain fidelity.
- A6. Utilize adult learning theory principles, including varied training methods and skill-based training, to meet learner needs and achieve appropriate learning results.
- A7. Deliver training at various locations across the state to meet agency and/or enterprise training needs. Partner with stakeholders to coordinate training requirements and site specifics.
- A8. Schedule, coordinate, and arrange for other presenters (both internally and with external vendors) to supplement training programs as appropriate.

- A9. Maintain expertise in the training field through conducting independent research, attending related training programs, conferences, and seminars.
- A10. Provide quality control of training offered through participation and monitoring of individual workshops, programs, and sessions.
- A11. Evaluate the quality of training programs and/or sessions offered using various methods to ensure overall effectiveness and compliance with training objectives. Make recommendations for improvements and updates as needed.
- A12. Modify and/or update curricula, lesson plans, and training materials based on participant feedback and training observations.

15%

B. Market staff/leader development and other training offerings. Maintain a schedule of quarterly/monthly training offerings for ongoing development opportunities.

- B1. Develop and implement marketing strategies to publicize training opportunities at an agency, regional, and/or enterprise level.
- B2. Design and publish marketing materials, such as training series menus, training schedules, brochures and announcement posters.
- B3. Assist in the development of an ongoing quarterly calendar of training sessions to be offered regionally.
- B4. Maintain records of training sessions offered, including basic logistical information and attendance numbers.
- B5. Assist in quality control measures to ensure all marketing and training materials are up to date, accurate, and readily available for use.

15%

C. Participate in Enterprise-wide training initiatives, workgroups, and other assignments as required.

- C1. Consult with Human Resources and Enterprise Training and Development staff to advance Enterprise training offerings.
- C2. Communicate and coordinate with other Enterprise Training and Development staff to advance cross-regional training efforts.
- C3. Serve on Enterprise workgroups to complete special projects.

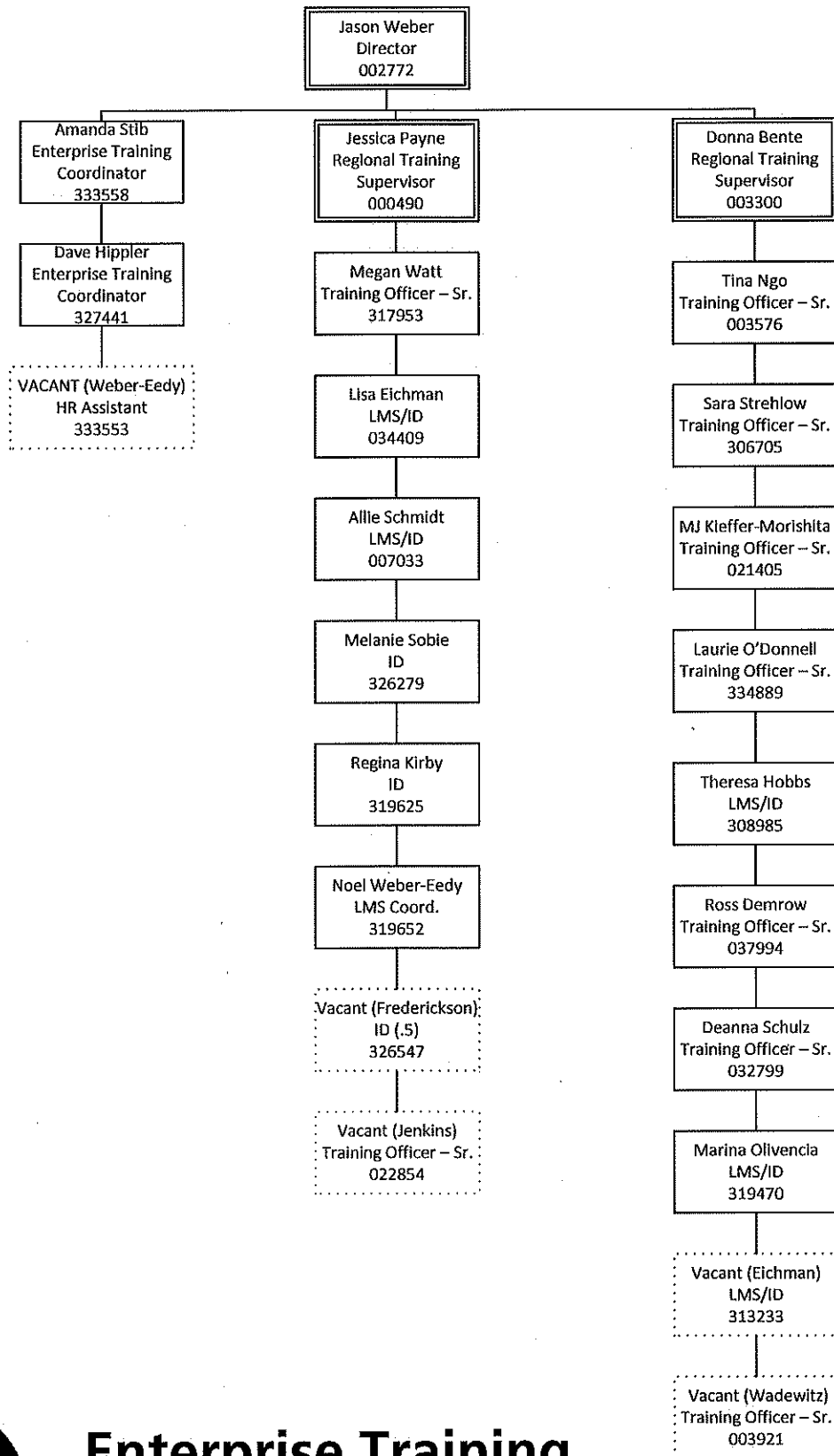
5%

D. Other duties as assigned.

- D1. Represent Enterprise Training and Development and the Department at various meetings and seminars. Serve on committees and as a point of contact regarding agency, regional and Enterprise training.
- D2. Consult with specific agencies, divisions, etc. as needed in order to facilitate special meetings and activities.
- D3. Assist the Regional Training Supervisor with special projects as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Experience working with the principles and methods of curriculum development and training design for individuals and groups.
2. Experience in designing, developing, and delivering training programs and sessions geared towards adult learners.
3. Experience in facilitating training and leading group efforts.
4. Knowledge of and experience in using varied training methods.
5. Thorough knowledge of how to design, conduct, and evaluate training needs assessments.
6. Considerable knowledge and application of curriculum development and approaches to professional development.
7. Considerable skill in communicating effectively in both written and oral form.
8. Excellent organizational and time management skills, including prioritization, work plan development, and accountability.
9. Knowledge of and ability to provide training related to team building, conflict resolution, business strategy, professional and leadership development, and other general soft skills.
10. Working knowledge of blended learning and online training.
11. Excellent research and analytical skills, including a working knowledge of training evaluation.
12. Considerable skill in developing constructive and cooperative working relationships with trainees, peers, section staff, project teams, and administrative/management personnel.
13. Basic computer skills, including Word, PowerPoint, Excel, and Outlook.
14. Knowledge and use of adult learning theories, principles and practices.



Enterprise Training and Development

March 2019