



**TRAINING & DEVELOPMENT MANAGER**

**Department:** Human Resources  
**Job Class #:** 164100  
**Pay Range:** Executive 05 (salaried)

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:**

The Training and Development Manager is responsible for establishing and executing a strategy for the learning and development function for the county, including assessing county-wide training and organizational development needs to drive training initiatives, programs and strategies. This position designs and implements effective methods to educate, enhance and recognize performance.

**ESSENTIAL FUNCTIONS:**

- Plan, develop and coordinate a comprehensive employee training and development programs that are aligned with the County's objectives. Conduct training and development needs assessment and propose training programs that will promote and enhance the talent across the county.
- Monitor the training budget and participate in the coordination, preparation, review and administration of the department's annual budget.
- Act as an integral member of departmental management team.
- Train and coach managers and employees regarding employee development efforts.
- Develop and maintain organizational communications.
- Keep up to date on policy changes and new initiatives to ensure training materials are updated.
- Manage the County's performance management and recognition programs and events.
- Monitor hiring, training, scheduling and assignment of employees. Counsel employees on performance goals and evaluates job performance.
- Regularly review and evaluate current training practices, process and programs and make continuous improvements as necessary.
- Consult with management to identify learning and development needs based on business and organizational change.
- Provide analysis and metrics regarding the effectiveness of training initiatives.
- Supervise administration of training schedules and classes, programs, projects, and events
- Identify, implement and oversee the internal Learning Management System (LMS).
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.

**OTHER JOB FUNCTIONS:**

Perform other job functions as assigned.

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**SUPERVISION RECEIVED AND EXERCISED:** Works under the general direction of and is responsible to the Director of Human Resources (or Deputy Director??). Either directly or through subordinate staff, plans, assigns, directs, supervises and evaluates the work of professional employees. Assist the Director and the Deputy Director in the development and implementation of personnel policy and procedures for the County.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and at various field offices. May be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical demands include the ability to alternate between sitting and standing for extended periods of time (up to 8 hours); see, listen and speak for extended periods of time; and frequent walking. Other physical and mental demands include occasional balancing, stooping, kneeling, crawling, climbing stairs, pushing, pulling and lifting. Incumbents in this position must be able to reason, analyze and communicate effectively, both verbally and in writing. Driving to various training locations is required

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Employee training and development methods, techniques and practices.
- Governmental organization, rules, regulations and procedures.
- Management principles, practices, and modern effective supervisory practices.
- Current literature, trends and developments in the field of training and development.
- Coaching and counseling techniques.
- Principles and practices of project management.

#### **Skill in:**

- Assigning, reviewing and planning the work of others.
- Managing multiple projects and events.
- Write clear and accurate reports and specifications while tactfully explaining or addressing sensitive or controversial matters.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

#### **Ability to:**

- Effectively assign, evaluate, and supervise professional, technical and administrative staff.
- Establish and maintain effective working relationships with department managers, supervisors, and employees, as well as officials, providers/contractors, other agencies, and the general public.
- Administer laws, complex policies and procedures, regulations, financial processes and systems, and other activities.
- Read, interpret, apply and explain codes, rules, regulations, and contracts.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.

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- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational, and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

#### **MINIMUM REQUIREMENTS TO APPLY:**

Bachelor's Degree in human resources, business or public administration, education or related field, and four or more years of progressively responsible experience, including two years of supervisory experience of professional staff of a unit or team. Additional education or experience which clearly indicates the ability to perform the essential functions of the position may substitute equally for the recruiting requirements. Certified Professional in Learning and Performance (CPLP) credential, SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential is desirable.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license or ability to otherwise meet the travel requirements of the position is required. Ability to successfully complete a Pierce County background investigation prior to employment is required.