

GRADE: 10

DIVISION: Employee Resources & Development

POSITION SUMMARY:

The training specialist supports the Tulsa Health Department Organizational Development department through effective and high quality training delivery and facilitation. This position assists with maintaining curriculum in the following ways; content creation and updates, gathering accurate informational resources, and collaborating on program offerings. Ability to follow brand strategy and aesthetic components of THD University, the learning management system utilized to further the THD mission, values, and programs. Collaborate across diverse groups of employees to ensure trainings meet learning objectives and are aligned with Tulsa Health Department workforce goals. Support Organizational Development Coordinator in carrying out Professional Development programs, workshops, and interventions which have been created to fortify employee and leader competencies.

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS:

1. Facilitate prescribed monthly training sessions using previously developed curriculum, training guides ensure learning outcomes are achieved.
2. Utilize various presentation techniques to ensure engagement, knowledge transfer, and skill development as well as efficient and fun learning.
3. Edit curriculum as needed or as instructed by Organizational Development Coordinator.
4. Deliver business skills training courses for employees to aid in employee professional development.
5. Perform administrative duties for the Organizational Development department
6. Maintain relationships and partnerships with employees across all levels of THD
7. Provide project support for key initiatives organization wide and within specific departments
8. Maintain training and development calendar to provide continuous learning opportunities while mitigating training conflicts.
9. Track and log attendance for Quarterly Meetings, monthly trainings, and other events as necessary.
10. Track Professional Development Incentive Program submissions and approvals
11. Monitor metrics to measure the effectiveness of training initiatives and professional development programs
12. Compile reports from various databases and software platforms
13. Follow up with scheduled presenters and attendees to confirm details and training objectives
14. Support facilitation of Emergenetics Workshops.
15. Update Organizational Development process and procedures manual
16. Collaborate with Organizational Development Coordinator to develop curriculum
17. Complete required training in support of duties and responsibilities of this position.
18. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS / SPECIFICATIONS:

Education: High School Diploma
Preferred: Bachelors or Associates degree in a relevant field such as human resources, art, business, communication arts, marketing, management, psychology, sociology, digital media. Adult education, communication, leadership, or organizational development preferred. Formal training or certification in training delivery a plus.

Experience: Experience training individuals (coworkers, volunteers, students, etc.) on a process or concept in a workplace setting. 1-3 years of administrative support including maintaining calendars/appointments, generating reports, maintaining and updating documents for internal and external distribution, and tracking multiple projects at the same time is a plus.

Knowledge/Skills:

- Excellent interpersonal, organizational, and writing skills necessary.
- Excellent communication skills across diverse populations are required in communicating effectively with all levels of participants and employees.
- Excellent time management skills and the ability to prioritize work
- Strong internal motivation to seek out and learn new information
- Ability to understand and apply complex information such as adult learning concepts, motivational interviewing and principles in classroom instruction.
- High level of comfort creating presentation content including graphics using PowerPoint, Adobe Products, Canva, and various other platforms
- Ability to assess and understand the importance of visual aesthetic to influence learning
- Computer competency required, with use of Adobe Products and MS Office Suite, Power Point, Excel, Word, and Outlook.
- Ability to work cooperatively with people at all levels with respect and ability to respond appropriately in a variety of complex situations.
- Solutions based mindset, critical thinking and openness to innovation

Licenses: Certified Professional in Learning and Performance (CPLP), Education, or PHR, Professional in Human Resources desired.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Internal contact with the Executive Director, Chief Operating Officer, Employee Resource & Development Director, Division Chiefs, and THD employees.
- Frequent internal contact with other ER&D personnel to provide and gather information.

PHYSICAL EFFORT:

- Move light objects weighing less than 20 pounds short distances.
- Move about in an office setting. Verbally communicate in front of small and large groups of people.
- This role routinely uses standard office equipment such as computers, phones, and photocopiers.
- Repetitive hand and arm movement related to computer and telephone operation. Reaching, grasping, talking and visual acuity are required to effectively work in this role.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – None

Indirect Supervision – None

Budget/Money/Material – Responsible for assigned computer hardware and software equipment

Reports to – Organizational Development Coordinator

WORKING CONDITIONS:

- Must be flexible to meet the needs of various schedules; hours may fluctuate based on priority of deadlines and workload.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel as needed.

FLSA Status: Nonexempt