



## EMPLOYEE DEVELOPMENT SPECIALIST

FC: HJ105

PG: EDS, SEIU, PB-03

FLSA: Non-Exempt

PC: 839, 840, 754

BU: 16 (ATU), 04 (SEIU), 91 (NR)

Created: 1981

Revised: July 3, 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, develops and conducts varied training programs in both general employee development and specific skills fields; conducts regulatory and non-regulatory certification and re-certification training as required for District employees; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

Incumbents in this class develop training concepts, prepare instructional materials, and deliver classroom and hands-on instruction to District employees in a variety of skill areas. While much of the training is concentrated in developing and refining specific skills for operations and maintenance personnel, general and supervisory training programs are also provided. For the Non-Represented EDS position, this class is distinguished from the Senior Employee Development Specialist in that the latter possesses a specialized, technical or functional expertise within the area of assignment and may exercise supervision over assigned lower level staff.

### **REPORTS TO**

This position reports to a designated supervisory position in the assigned area.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Researches, analyzes and identifies specific training needs to support District activities and further District goals; conducts research, prepares plans and programs to meet these needs or to solve specific operational problems.
2. Selects appropriate methodology, develops lesson plans, instructional materials and student handouts; schedules and coordinates training programs and activities.
3. Prepares the classroom environment; provides classroom and performance-based field training using a variety of instructional techniques.
4. Develops and administers oral, written and practical tests to assess the effectiveness of training.

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5. Conducts and documents specific District skills certification programs; assists in the development of various pre-employment tests in the area of specialty; acts as subject matter expert in area of specialty.
6. Researches and identifies external training and sources and materials and evaluates their applicability to District needs.
7. Prepares scope of services for outside training assistance, recommends the selection of consultants or vendors, and monitors and evaluates performance.
8. Works with District staff to solve a variety of technical problems in the operations and maintenance areas.
9. Writes technical materials and creates drawings or schematics to support text.
10. Works closely with media and documentation staff to produce audio-visual materials.
11. Communicates regularly with trainees, other instructors and affected department personnel to achieve training goals.
12. Assists non-trainers in preparing presentations in specific program areas; administers educational assistance and other training-related programs.
13. May act as subject matter expert in area taught; maintains technical knowledge in areas taught.
14. Assists in developing and monitoring specific training program budgets.
15. Maintains records and prepares reports of work performed.

### **Additionally, for positions responsible for conducting training programs in Way and Facilities area only:**

1. Delivers training programs for specialized on-rail maintenance equipment such as automated multifunctional Switch and Production Tamper/liners, Ballast Regulators, Production Rail Grinders, Locomotives and Rail Car equipment, Rubber Tire Road to Rail Vehicles, Light/Heavy duty type Trucks, Loaders and Mobile Cranes.
2. Instructs and administers the State of California's Third Party employer Testing Program for Commercial Driver License e.g., Bay Area Rapid Transit District.

### **Qualifications**

#### **Knowledge of:**

Principles and practices of employee development and training.

Methods of identifying training needs in an industrial setting.

Training modalities, techniques and materials, particularly as used in a classroom or field setting.

Design and preparation of audio-visual materials.

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Vendors, consultants and potential sources of training courses or materials.

Procedures, policies and techniques relating to the specific subject matter to be taught (will vary with the specific training assignment).

### **Skill in:**

Identifying and assessing training needs.

Researching and developing programs and materials to meet identified needs.

Analyzing varied technical problems related to operations and maintenance activities and recommending solutions.

Writing a variety of technical, instructional and other written materials, including reports of work performed.

Developing varied audio-visual materials and technical drawings to support instructional activities.

Conducting training sessions, both in the classroom and at the work site.

Assessing and evaluating the results of instructional programs.

Maintaining accurate documentation of training activities.

Evaluating applicability of outside training consultants and vendors and recommending and monitoring such programs.

Monitoring and evaluating performance standards.

Working on multiple tasks, exercising flexibility as needed, and acting independently with sound judgment.

Identifying problems and developing solutions both independently and in cooperation with others.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

An Associate degree with major course work in education, counseling or a related technical field from an accredited college.

#### **EXPERIENCE:**

Three (3) years of (full-time equivalent) verifiable experience in assessing training needs, developing instructional materials and providing training to adults; **OR** three (3) years of (full-time equivalent) journey level experience in the skill area to be trained which must have included at least one (1) year of experience in instructing or training others.

#### **Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

May be required to work occasional off-hours shifts to administer training programs.

Must be physically able to stand for extended periods of time and lift audio-visual equipment and training materials weighing up to 50 pounds.

Must be physically able to climb on/off equipment.

Must be physically able to work in inclement weather.

District certification as an Employee Development Specialist will be required and certification will cover all areas to be taught.

Business computer user applications, including Microsoft Word, PowerPoint, or Excel.

**Additionally, positions responsible for conducting training programs related to Way and Facilities Maintenance only:**

Must have held a valid California commercial driver license for at least three (3) years, with the appropriate class and endorsements.

Must currently hold a valid California commercial driver license with the appropriate class and endorsements with no restrictions for the testing authority and drive test of Class (A) commercial vehicles.

Must pass the California Employer Testing Program Examiner Training class to establish eligibility for this position during the ninety (90)-day probationary period.

**Additionally, positions responsible for conducting training programs related to Power and Mechanical only:**

Must possess a valid California driver license with the appropriate class and endorsements with no restrictions for a Class (B) commercial vehicle to establish eligibility for this position during the ninety (90) day probationary period.

**SUBSTITUTION:**

Additional experience in assessing training needs, developing instructional materials, providing training to adults, or in the skill area to be trained as described above may be substituted for education on a year-for-year basis. An Associate degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; field environment (e.g. wayside, track way, underground); exposure to heat, cold, noise, moving vehicles and inclement weather.

**Physical Conditions:**

May require maintaining physical condition necessary for sitting and standing for prolonged periods of time, and carrying equipment and materials weighing up to 50 lbs.

**BART EEO-1 Job Group:** 3500 - Professionals  
**Census Code:** 0650 - Training Workers  
**Safety Sensitive:** N