SENIOR WORKFORCE DEVELOPMENT ANALYST

JC: 000242
PG: 5
FLSA: Exempt

BU: 91 (NR)
Created: October 2001
Revised: June 2019

*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 supervision, provides highly technical subject matter expertise on the development and coordination of workforce development programs; researches, compiles and analyzes information and data to use in program planning; performs related duties as required.

CLASS CHARACTERISTICS

This is the professional advanced journey level class in the Workforce Development Analyst series. Positions at this level possess a specialized, technical or functional expertise within the area of assignment. Employees are typically assigned significant responsibilities above the journey level and customarily and regularly exercise discretion and independent judgment in the performance of all duties. This classification is distinguished from the Manager of Workforce Development in the latter is responsible for the activities and operations of the Workforce Development Division including the development of technology-based-training programs, meeting training goals, storyboard development and proper evaluation of training.

REPORTS TO

Manager of Workforce Development or designee.

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

1. Prepares, plans, and designs training programs to meet specific training needs or to solve specific operational problems to support District activities and further District goals.

2. Assists content developers in the selection of appropriate methodologies and design of lesson plans.

3. Assists content developers in designing technology-based-training in specific program areas and training objective development.

4. Evaluates training outlines and advises instructors on appropriate program structure.

5. Develops evaluation tools to assess the effectiveness of training. Verifies that programs meet objectives and recommends appropriate changes.

6. Works with District staff to solve a variety of technical problems in the operations and maintenance areas. Assists in the assessment of performance problems within Operations and determines how best to meet the training needs identified. Provides recommendations on the appropriate form of technology-based-training.

7. Develops scripts, screens, and flowcharts for use in technology-based-training programs.

8. Works closely with media and documentation staff to produce audio-visual materials and assists content developers with incorporation of media into programs.

9. Facilitates communication between programmers, content developers and vendors.

10. Researches and identifies external training sources and materials and evaluates their applicability to District needs.

11. Prepares scope of services for outside training assistance, recommends the selection of consultants or vendors, and monitors and evaluates performance.

12. Maintains records and prepares reports of work performed.

13. Maintains and updates knowledge in instructional design techniques.

14. Supports the effective use of technology in learning and teaching.

15. Participates in planning and setting priorities for division level activities.

QUALIFICATIONS

Knowledge of:
- Principles and practices of employee development and training
- Instructional systems design process and the applicable roles for technology-based-training
- Methods of identifying training needs in an industrial setting
- Training methodologies, and techniques, especially as they relate to technology
- Designing and utilizing digital audio-visual material
- Operations, services and activities of personnel services programs in assigned area of recruitment, selection, classification, compensation, benefits, or worker's compensation program administration
- Principles and practices of personnel services management
- Methods and techniques of research and data collection and analysis
- Methods and techniques of designing and conducting applicant testing and assessment programs
- Advanced methods and techniques of implementing personnel services in assigned program areas
- Related Federal, State and local codes, laws and regulations
- Methods of building interactivity and interest into technology-based programs.
- Vendors, consultants and potential sources of technology-based training courses or materials. Windows, MS word or other work processing programs.

Skill/Ability in:

- Performing advanced level duties in assigned area, including recruitment and selection, job evaluation, classification, and compensation, benefits, or worker's compensation program administration
- Interpreting, explaining and enforcing department policies and procedures
- Analyzing complex problems, identifying alternative solutions, making recommendations
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Conducting compensation and benefits surveys and analyzing data
- Performing classification job evaluation duties
- Preparing clear and concise reports and documentation
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

Other Requirements:
May be required to work occasional off-hours shifts to administer training programs.
Must be physically capable of standing for extended periods of time and of lifting audio-visual equipment and training materials weighing up to 50 pounds.

MINIMUM QUALIFICATIONS

Education:
Bachelor's degree in Business Administration, Human Resources, or a related field from an accredited college or university.

Experience:
Three (3) to five (5) years of professional verifiable experience in workforce development, organizational development, human resources or related experience.

Substitution:
Additional training experience as described above may be substituted for education on a   year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens; field environment; and moving vehicles.

Physical Conditions:
May require maintaining physical condition necessary for sitting and standing for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0650 – Training Workers
Safety Sensitive: No