

# Missouri Department of Transportation Job Description

**Job Title:** Employee Development Manager

**Title Code:** R04442

**Salary Grade:** 10

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Full Supervision

**District/Division:** Central Office – Human Resources

**Effective Date:** 12-01-2024

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The employee development manager works collaboratively with district and division leaders to ensure each of the department's employees possess the knowledge and job skills necessary to perform their job tasks; manages the activities related to technical and management training development and delivery, performance and assessment management, and outsourced training programs. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Adult Learning, Training and Development, Organizational Development, Industrial and Organizational Psychology, or related field, **AND** six years of experience in training or performance technology, **OR**.
- Ten years of experience in training or performance technology.

## **Special Working Conditions/Job Characteristics**

- Job requires occasional, statewide, overnight travel.

## **Examples of Work**

1. Provides leadership, planning, and direction consistent with department training and development including assessment needs.
2. Designs, implements, and improves internal systems that focus on improving organizational, group/team, and individual performance.
3. Benchmarks, implements, and communicates best practices in employee development and assessment.

4. Sets priorities that align with and support the department's strategic goals and objectives.
5. Directs and manages fiscal resources and ensures contractual agreements/compliance.
6. Determines the most cost effective way to design, develop, and deliver employee-training programs.
7. Coordinates ongoing analysis that identifies the strategic/core competencies needed by the department's workforce and the gap between employees' current knowledge, skills, and abilities; develops and delivers programs necessary to align each individual's skill sets with the core competencies of his/her job tasks.
8. Oversees and coordinates the statewide Learning Management System (LMS), which includes tracking and training, assignment of course codes, and establishment of job title-specific curricula; provides technical assistance to LMS administrators and users in the districts and divisions.
9. Analyzes training needs and identifies available resources; conducts cost-to-benefit analyses; makes recommendations on which training programs will be outsourced or developed internally.
10. Designs measurement systems for evaluating the impacts of performance interventions; communicates results to supervisors including other key managers and uses the results to make improvements to internal processes, services, and deliverables.
11. Monitors employee development and Assessment Center activities for compliance with the department's policies and procedures, federal and state regulations, and management directives.
12. Ensures employee development information is readily accessible to the workforce through hard copy, electronic, and web-based sources.
13. Works collaboratively with cities, counties, and other governmental agencies, including Federal Highway Administration (FHWA) on special projects related to training.
14. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
15. Performs other responsibilities as required or assigned.