

# Missouri Department of Transportation Job Description

**Job Title:** Intermediate Employee Development Specialist

**Title Code:** R04012

**Salary Grade:** 8

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central Office – Employee Engagement and Outreach; Human Resources; Safety and Emergency Management

**Effective Date:** 03-01-2025

**Replaces (Effective Date):** 12-01-2024

## **General Summary**

The intermediate employee development specialist performs varied and moderately complex activities in the areas of engagement, outreach, and training, to identify solutions to effectively remove barriers for workforce growth and development. Responsibilities are performed under moderate supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Adult Learning, Business Administration, Human Resources, Personnel Management, Organizational Development, Psychology, Statistics, Training and Development, or related field, **AND** two years of relevant experience, **OR**
- Six years of relevant experience.

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

- Job requires occasional, statewide or out-of-state, overnight travel.

## **Examples of Work**

1. Conducts and coordinates programs and training to include class management, workshops/conferences, technical training, compliance training, and soft skills training.
2. Updates training modules, evaluates trainers, and evaluates and reports on training outcomes; compiles and reviews necessary data and information to ensure workforce program and training compliance requirements.

3. Assists in facilitating focus groups, quality and process improvement initiatives, problem solving teams, and team-building activities.
4. Provides contract management, including project management for supervision/management training contracts, training facilities management, and class management.
5. Administers the Learning Management System, including contracts, training and supporting the administrators, and reporting.
6. Assists in managing the performance consulting process.
7. Develops and administers employee and organizational surveys; collects and analyzes data from employee and organizational surveys; develops reports based on survey data analysis; utilizes survey methodologies, including web-based survey methods; may perform data analytics from multiple sources.
8. Assists with the administration of the performance development approach, including on-line resources and the performance development process.
9. Provides oversight for leadership development programs, including program content, learning events, and reporting.
10. Performs other responsibilities as required or assigned.