

Missouri Department of Transportation Job Description

Job Title: Senior Employee Development Specialist

Title Code: R04009

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Human Resources

Effective Date: 12-01-2024

Replaces (Effective Date): 07-01-2022

General Summary

The senior employee development specialist performs varied and complex activities related to identifying, training, and creating solutions to effectively remove barriers so that employees can improve their performance. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

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

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Manages, coordinates, and conducts training programs for employees, including class management, technical training, compliance training, and soft skills training.
2. Updates training modules; evaluates trainers; and evaluates and reports on training outcomes.
3. Facilitates focus groups, quality and process improvement initiatives, problem-solving teams, and team-building initiatives, serving as the project manager on training related focus groups/process improvement teams.

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. Coordinates the activities of the work life center, including programming and career counseling.
7. Initiates, deploys, and manages the performance consulting process.
8. Develops and administers employee and organizational surveys. Collects and analyzes data from employee and organizational surveys. Develops reports based on survey data analysis. Utilizes all survey methodologies, including web-based survey methods. May perform data analytics from multiple sources.
9. Administers the performance development approach, including the on-line resources and the performance development process.
10. Provides oversight for the advanced leadership development program, including program content, learning events, and reporting.
11. Performs other responsibilities as required or assigned.