

MANAGER, PROFESSIONAL DEVELOPMENT AND EMPLOYEE ENGAGEMENT

DEFINITION

Under the general direction and guidance of the Vice President, Human Resources, manages the professional development function for the College, develops and delivers training and workshops, and manages various employee recognition and employee engagement programs for the College. Functions as a member of an integrated team of Human Resources Managers consisting of the Vice President for Human Resources, the Director of Human Resources Operations and Employee Services, and the Director, Equal Employment Opportunity Programs. Supports the academic mission and goals of the College through providing well qualified and engaged faculty, staff, and administrators.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Develop, implement, and improve course offerings offered through the office of Professional and Organizational Development (POD) on an ongoing basis.
- Identify all professional development and employee engagement activities of the College and provide information and access to the campus community through POD.
- Monitor and track the number of course offerings, accessibility, utilization, and Return on Investment (ROI). Develop reports illustrating the accomplishments of the College's professional development and employee engagement offerings/programs.
- Assesses and addresses the training needs of the College in conjunction with the Planning for Institutional Effectiveness (PIE) process. Understand, explain, and utilize the PIE process to ensure the relevance of professional development activities and independently and fully utilize grant funding and other sources of revenue.
- Conduct professional development needs assessments on a College-wide, departmental, and individual level by employee category (faculty, classified, managerial, supervisory, and confidential).
- Develop and implement a common campus-wide evaluation tool for evaluating the effectiveness of developmental opportunities from both an employee needs assessment perspective and institutional perspective.
- Implement state-of-the-art information technology to present relevant and accessible course offerings and communications to the College community.
- Coordinate with multiple offices and stakeholders on campus, campus committees, and in some cases lead committees charged with providing course offerings, employee engagement opportunities, and developmental opportunities.
- Provide consultation and technical expertise to administrators, faculty, and staff, regarding professional goals and achievement strategies.
- Supervise, coach, develop and evaluate assigned staff. Assign, coordinate, and review work to assure the delivery of high quality services and programs in support of the College.
- Develop and maintain current knowledge of laws, codes, regulations and pending legislation related to human resources activities; modify programs, functions and procedures to assure compliance with local, state and federal requirements as appropriate.
- Coordinate with multiple areas of the campus, such as the office of Instruction, Information Technology, and College departments to deliver professional development offerings, identify and promote all professional development activities on campus, and assess and report on the effectiveness of professional development and employee engagement activities and offerings.
- Assist Human Resources with developing effective communications strategies and venues. These include evaluating, continuously improving and maintaining information on Human Resources'

- web pages; including the professional development “POD” site.
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work; oversee and participate in the development and maintenance of the human resources database including automated employee records and files.
- Assist the human resources management team on a variety of projects and perform related duties as necessary.

QUALIFICATIONS

Knowledge of:

- Information technology for developing, promoting, and delivering professional development opportunities
- Project Management Skills

Skills and Abilities to:

- Develop and deliver training courses
- Utilize information technology for developing, promoting, and delivering professional development opportunities
- Partner with the College community in order to become aware of existing professional development and employee activities and to develop and deliver new offerings
- Partner with Human Resources Operations in order to support Human Resources values and goals
- Supervise
- Develop and implement policies and procedures
- Communicate clearly orally and in writing

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor’s degree, in Professional Development, Organizational Development, Human Resources, Personnel Management, Public Administration, Business Administration, Organizational Management, Computer Information Systems, or a related field, or equivalent experience. Several years of increasingly responsible administrative and project management experience that involved providing training to employees directly and/or through electronic media. Strong interpersonal and relationship management skills; ability to work effectively with all levels; excellent writing and communication skills; strong project management skills, the ability to work well in a team environment; ability to exhibit energy, enthusiasm, and positive outlook; advanced Microsoft Office (PowerPoint, Excel and Word) software skills.
- Master’s degree or higher in a related field, professional certification (ex. SPHR), experience providing professional development services in higher education, Certified Professional in Learning and Performance Certification (CPLP), and active participation with the Professional and Organizational Development (POD) Network in Higher Education are desirable.

Licenses and Certifications:

- The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and

maintain a valid California driver's license is required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.