



MINNEAPOLIS PARK AND RECREATION BOARD
invites applications for the position of:

Human Resource Trainer

SALARY: \$32.74 - \$38.67 Hourly
\$68,097.00 - \$80,431.70 Annually

OPENING DATE: 09/21/17

CLOSING DATE: 10/20/17 04:30 PM

ROLE SUMMARY:

Responsible for staff development training programs, organization-wide coordination of training programs, and department management support for the Minneapolis Park and Recreation Board to support a culture of learning and enhance staff professional development.

DUTIES:

Performs under the general supervision of the Director of Human Resources and is responsible for, but not limited to, the following duties:

Essential Duties:

- Responsible for developing and coordinating organization-wide training program to assure continuous improvement in job related skills and knowledge for all MPRB staff that is aligned with the mission, vision, values and goals of the MPRB.
- Responsible for developing recommendations for overall training needs of MPRB employees, developing appropriate learning objectives and curriculum, identifying speakers and/or instructors, evaluating program effectiveness, and making adjustments to create and maintain an effective professional employee development program.
- Responsible for the timely and effective implementation of the required organization-wide annual training, including, but not limited to, onboarding, sexual harassment and discrimination, safety, HIPPA, OSHA, supervisor and leadership training.
- Consult with management, supervisors, and employees on needs analysis to gain knowledge of work situations requiring training and to better understand changes in policies, procedures, business initiatives, strategic plans, and technologies and prepare necessary training modems.
- Effectively research, plan, organize, evaluate, and update training programs on an ongoing basis.
- Responsible for effectively coordinating various information collections and reporting processes associated with training using a Learning Management System (LMS).
- Responsible for effectively and in a timely manner managing advertising, enrollment and appropriate records retention of all training documents.
- Provide effective technical assistance to and/or functionally supervise other trainers.
- Keep the Director of Human Resources promptly informed of matters as they relate to the unit, department, division and MPRB.
- Develop and maintain policies and procedures related to training.

Related Work:

- Effectively oversee and lead some major organization-wide programs, which include curriculum development, on-going assessment and maintenance of the programs contents and delivery.
- Effectively coordinate organization-wide training program activities, services, and/or program implementation with private providers, other governmental entities, and program

users.

- Effectively and in a timely manner monitor and evaluate organization-wide training operations, programs, processes and practices for quality and effectiveness. Make recommendations for improvement when needed.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service to a diverse workforce.
- Assist with operational functions of the training and staff development program for a diverse workforce.
- Assist with major components of the training program; scheduling instructors, preparing a training catalog, enrolling attendees.
- Participate on MPRB and relevant organization-wide committees and initiatives.
- Represent the Park Board in public meetings, on outside agency committees and community events as necessary.
- Travel to and from various sites to perform job duties.
- Effectively manage professional services contracts.
- Demonstrate a strong passion for technology and finding creative ways to educate others on technical and legal topics
- Perform related duties as apparent or assigned.

REQUIREMENTS:

Training and Experience (*position requirements at entry*)

- Bachelor's degree or higher from an accredited institution with a major in Education, Human Resources, Communication, Instructional Design or closely related field.
- Increasing responsible experience training and presenting in an adult learning environment: at least five (5) years.
- Increasingly responsible experience developing and managing a training program: at least five (5) years.

Licensing Requirements (*position requirements at entry*)

- Formal certification as a training professional (*preferred*).

Physical Requirements (ADA requirement, will be evaluated by HR)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- The ability to safely operate a motor vehicle as incumbents are subject to local travel to and from work locations.
- Operating office equipment requiring continuous or repetitive hand/arm movements.
- The ability to remain in a sitting or standing position for extended periods of time.
- Work performed in a normal office, field environment, with some travel between locations in the metropolitan area.

Knowledge of: (*position requirements at entry*)

- Contemporary principles, practices and objectives of adult learning principles for a diverse workforce.
- Contemporary principles and best practices of curriculum development processes.
- Contemporary principles and best practices of consulting techniques, office procedures and business English.
- Contemporary principles and best practices of outstanding customer service principles,

practices and standards for serving a diverse customer base.

- Relevant learning management system databases.
- Pertinent federal, state, county and city laws, ordinances and regulations.
- Training delivery methods to meet the requirements of the materials and diverse needs of the audience.
- Importance of confidentiality and how it applies to both HR and training situations.
- Theories of organizational and individual performance management.
- Theories of organizational behavior and theories of group dynamics.
- Working well with technically diverse client groups and a culturally diverse team and clients.

Skills and Ability to: *(position requirements at entry)*

- Assess diverse organizational needs such as staffing, training, and security.
- Deliver presentations or training using diverse and acceptable methods or techniques.
- Develop curriculums, learning activities, and course materials.
- Effectively deal with people in a manner which shows sensitivity, tact, confidentiality, and professionalism.
- Use technology to find creative ways to educate others on technical topics.
- Provide both oral and written communication that is easily understood and direct in its content and listen effectively to thoroughly understand the intended message.
- Effectively and efficiently balance team and independent work, and set appropriate priorities while coordinating multiple projects and meeting critical deadlines.
- Oversee and lead several teams working on more than one project at a time.
- Exhibit high levels of organization and attention to documentation needs.
- Coordinate work with internal and external clients for successful project completion.
- Observe safety and security procedures; report potentially unsafe conditions and work to resolve unsafe conditions.
- Establish and maintain effective, respectful, and productive working relationships in a diverse work environment.
- Demonstrate a strong passion for technology and finding creative ways to educate others on technical and legal topics.
- Show respect and sensitivity to cultural differences.

ADDITIONAL INFORMATION:

Division: Deputy Superintendent's

Department: Human Resources

Accountable to: Director of Human Resources

FLSA Status: Exempt

Union Status: Non-Represented

Grade: 8

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.minneapolisparcs.org>

2117 West River Rd N
Minneapolis, MN 55411
612-230-6429

hr@minneapolisparcs.org

Position #REQ00217
HUMAN RESOURCE TRAINER
AR

Human Resource Trainer Supplemental Questionnaire

- * 1. This position requires a Bachelor's Degree or higher from an accredited institution with a major in Education, Human Resources, Communication, Instructional Design or closely related field. Do you meet this requirement?

Yes

- No
- * 2. If you answered YES to the previous question, what is your major? If you answered NO to the previous questions, enter "N/A".

 - * 3. This position requires at least five (5) years increasingly responsible training and presenting experience in an adult learning environment. Do you meet this requirement?
 Yes
 No

 - * 4. If you answered YES to the previous question, provide the dates, the employer name, and the job title for where you gained each experience you are referencing. If you answered NO to the previous questions, enter "N/A".

 - * 5. This position requires at least five (5) years increasingly responsible experience developing and managing a training program. Do you meet this requirement?
 Yes
 No

 - * 6. If you answered YES to the previous question, provide the dates, the employer name, and the job title for where you gained this experience. If you answered NO to the previous question, enter "N/A".

 - * 7. Have you achieved formal certification as a training professional?
 Yes
 No

 - * 8. If you answered YES to the previous question, provide the name of the training certification you have achieved. If you answered NO to the previous question, enter "N/A".

 - * 9. Describe a major organization-wide training program you developed and facilitated. To receive credit, your answer must include whether the subject matter was within your field of expertise, the number of people impacted, and length of time from development to actual delivery. If you do not have this experience, enter "None".

 - * 10. This position requires the trainer to be administratively self-sufficient. What learning management software (LMS) systems and/or any other instructional design (ID) software program(s) do you have experience using? To receive credit, for each LMS and/or ID software listed, provide a rating of your skill level using a scale of 0 to 4, with 0 being little experience and 4 being expert level experience. If you do not have this experience, enter "None".

 - * 11. The successful candidate for this position must be able to work across five divisions to execute trainings from initial need/concept to implementation/evaluation. Provide an example of when you successfully executed a large-scale training from start to finish. If you do not have this experience, enter "None".

 - * 12. This position is part of the human resources team where working well with a culturally diverse team and client base is essential. Describe your experience working within a

culturally diverse work team and with a culturally diverse client base. If you do not have this experience, enter "None".

- * 13. Cite an example when you noticed a training void addressing a strategic business imperative. Describe the steps you took to actualize a solution and discuss the outcome of the steps you took. If you do not have an example, enter "None".

* Required Question