



City of Harrisonburg Learning & Development Specialist

SALARY	\$30.90 - \$33.99 Hourly \$2,472.00 - \$2,719.20 Biweekly \$5,356.00 - \$5,891.60 Monthly \$64,272.00 - \$70,699.20 Annually	LOCATION	Harrisonburg, VA
JOB TYPE	Full-Time	JOB NUMBER	5185 - (June 2024)
DEPARTMENT	Human Resources	OPENING DATE	06/27/2024
CLOSING DATE	Continuous	FLSA	Exempt

Description



The City of Harrisonburg's Human Resources Department is currently seeking a Learning & Development Specialist to ensure the City has high-quality and comprehensive training programs for a workforce in diverse stages of their careers. Collaboration and leadership in this role will be key in ensuring the success of the programs while simultaneously advancing the Human Resources Department's Strategic Plan.

The Human Resources Department serves approximately 850 employees and currently consists of 6 team members: Director, Deputy Director, Generalist Senior, Generalist, Administrative Specialist, and Administrative Assistant. The Learning & Development Specialist is a new position and will be the seventh team member in the department. The position offers an excellent opportunity for the selected candidate to make a direct impact on the City's workforce while also being part of an evolving culture with the following five values: Progressive Innovation, Winning Teamwork, Productive Communication, Trusted Service, and Valued Employees.

The Learning & Development Specialist is an exempt full-time position with benefits and a preferred hiring range of \$30.90 - \$33.99 per hour (equivalent to \$64,272 - \$70,699 annually); however, an exact salary will be dependent upon the selected candidate's qualifications/experience and in compliance with City policy. While this position cannot be completed fully remotely, a future availability for a hybrid telecommuting work arrangement may be considered.

As the selected candidate, you'll be responsible for engaging a variety of adult learners through the utilization of an instructional design method for the analysis, design, development, implementation, and evaluation of training programs including, but not limited to, new employee orientation programs, supervisor leadership and management training programs, equity and inclusion training programs, specific departmental training programs, and human resources compliance-based training programs.

As a leader in this role, you'll:

- Serve as a productive member of the Human Resources Team, engaging with, receiving feedback from, and coordinating trainings with team members and outside vendors/consultants.
- Maintain the City's Learning Management System (LMS) by tracking employee training, uploading materials to the LMS, and monitoring employee completion and performance ratings in the LMS.
- Participate in the development and maintenance of comprehensive and equitable career development plans/programs and the creation and maintenance of incentive programs for licensure, certification, degree, and educational credentials.

- Create relationships with schools and institutions of higher education to develop programs for the recruitment and/or retention of City employees.

The ideal candidate for this position will have a variety of knowledge, skills, and abilities as [listed in the class specification](#).

Minimum Qualifications

- Undergraduate degree from an accredited college or university with a major in human resources, public administration, business administration, adult education, or related field and considerable (3-5 years) experience in training program development and implementation, training curriculum development, and delivery of training programs. An equivalent combination of education and experience may be used to meet this requirement.
- Valid driver's license.
- Society for Human Resource Management (SHRM) Certification and/or International Public Management Association for Human Resources (IPMA-HR) Certification preferred but not required.
- [Click here to view the physical requirements for this position](#).

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV record review; and
- Criminal background check.

Supplemental Information

To Apply: All candidates must submit a complete City of Harrisonburg online employment application, including previous work experience and education history, to be considered. This position may close at any time after 10 calendar days. (posted 06/27/2024)

The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.



Agency

City of Harrisonburg

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<https://www.harrisonburgva.gov/employment>