**Job Family Matrix**

**Job Function:** Human Resources

**Job Family:** Learning and Development – Professional

**Job Family Summary:** Provide or manage curriculum development, design, delivery, and evaluation of programs and trainings locally or university wide.

<table>
<thead>
<tr>
<th>Job Title: HR Learning and Development Professional II</th>
<th>Job Title: HR Learning and Development Professional III</th>
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<tbody>
<tr>
<td><strong>Job Code:</strong> H2056P</td>
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<tr>
<td><strong>Grade Level:</strong> 56</td>
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**Job Summary**

Independently contribute to the planning, design, delivery, and implementation of programs and trainings.

Independently perform a wide range of duties related to creating training and development opportunities. Responsibilities may include curriculum design and development, training delivery, program evaluation, program management, and project oversight.

Manage a wide range of duties related to creating training and development opportunities. Responsibilities may include curriculum design and development, training delivery, program evaluation, and program management and project oversight.

**Typical Core Duties**

- Act as primary source of information on all trainings and programs
- Participate in the planning, design, development, and implementation of curriculum for trainings and programs
- May facilitate trainings and program sessions as needed
- Manage the day-to-day duties related to outreach, marketing, branding and community relations for programs and trainings
- Prepare reports and metrics to define and evaluate program success
- Keep current with trends in field to improve programs and training
- Collaborate with internal management in the delivery of programs and trainings to identify, troubleshoot and resolve operational issues
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

- Plan, design, develop and implement curriculums for trainings and programs
- Maintain and enhance existing trainings and programs
- Facilitate trainings and program sessions as needed
- Manage outreach, marketing, branding and community relations for programs and trainings
- Prepare and analyze reports and metrics; recommend options to improve existing trainings and programs
- Evaluate programs/trainings; make suggestions to improve processes
- Keep current with trends in field to improve programs and training
- Collaborate with stakeholders in the delivery of programs and trainings to identify, troubleshoot and resolve operational issues
- May provide consulting services to schools and units
- May represent unit on University and/or external committees
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

- Manage the planning, design, development and implementation for training and program curriculums
- Maintain and enhance existing trainings and programs; participate in the development of new trainings and programs
- Manage full spectrum of an assigned program or initiative; may provide coaching services for programs
- Manage outreach, marketing, branding and community relations for programs and trainings; develop strategies to increase engagement
- Develop, analyze, present reports and metrics to assist with setting the strategic direction; may contribute to the strategic direction of programs and initiatives
- Evaluate programs/trainings; seek efficiencies and manage improvements in processes
- Keep current with trends in field to improve programs and training
- May collaborate with University leadership in the delivery of programs and trainings to diagnose and resolve issues
- Provide consulting services to schools and units
- Represent unit on University and/or external committees
- Ensure compliance with University policies and procedures and applicable legal rules and regulations
### Job Family Matrix

#### Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 3 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 5 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 7 years’ relevant work experience

#### Additional Qualifications and Skills
- Experience with instructional design principles, adult learning theory, and designing and delivering learning solutions
- Strong knowledge of HR operations and administration and social networking methods
- Master’s degree in relevant field
- Experience with instructional design principles, adult learning theory, and designing and delivering learning solutions
- Strong knowledge of HR operations and administration and social networking methods
- Master’s degree in relevant field
- Experience with instructional design principles, adult learning theory, and designing and delivering learning solutions
- Strong knowledge of HR operations and administration and social networking methods

#### Certificates and Licenses

#### Physical Requirements
- Work is performed in an office setting
- Work is performed in an office setting
- Work is performed in an office setting

#### Working Conditions
- Work is performed in an office setting
- Work is performed in an office setting
- Work is performed in an office setting
## Job Family Matrix

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### Job Summary

**Lead a wide range of duties related to creating training and development opportunities:** Responsibilities may include curriculum design and development, training delivery, program evaluation, and program management and project oversight.

**Job Title:** HR Learning and Development Professional V

**Job Code:** H2059P

**Grade Level:** 59  **Exemption:** Exempt

**Effective/Revision Date:** August 2022

**Job Summary**

Lead a wide range of duties related to creating training and development opportunities. Responsibilities may include curriculum design and development, training delivery, program evaluation, and program management and project oversight.

**Job Title:** HR Learning and Development Professional VI

**Job Code:** H2060P

**Grade Level:** 60  **Exemption:** Exempt

**Effective/Revision Date:** August 2022

**Job Summary**

Lead a wide range of duties related to creating training and development opportunities. Responsibilities may include curriculum design and development, training delivery, program evaluation, and program management and project oversight.

### Typical Core Duties

- Lead and implement the planning, design, development and implementation for training and program curriculums
- Develop and implement new trainings and programs
- Lead full spectrum of an assigned program or initiative
- Lead outreach, marketing, branding and community relations for programs and trainings; develop strategies to increase engagement
- Develop, analyze, present specialized and ad hoc reports and metrics to assist with setting the strategic direction
- Evaluate programs/trainings; seek efficiencies and implement improvements in processes
- Keep current with trends in field to improve programs and trainings
- Collaborate with University leadership in the delivery of programs and trainings to diagnose and resolve issues
- Represent unit on University and/or external committees
- May develop, manage, and oversee departmental budget
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

### Typical Core Duties

- Direct and develop the planning, design, development and implementation for training and program curriculums
- Direct the development and implementation of new trainings and programs
- Direct full spectrum of an assigned program or initiative
- Direct outreach, marketing, branding and community relations for programs and trainings; develop strategies to increase engagement
- Direct the development of reports and metrics to measure effectiveness and set the strategic direction
- Evaluate programs/trainings; recommend changes, enhancements, additions, removals, etc.
- Develop, and implement processes and procedures
- Keep current with trends in field to improve programs and trainings
- Collaborate with University leadership in the delivery of programs and trainings to diagnose and resolve issues
- Develop, manage, and oversee departmental budget
- Ensure compliance with University policies and procedures and applicable legal rules and regulations
### Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 8 years’ relevant work experience

### Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 10 years’ relevant work experience

### Additional Qualifications and Skills
- Master’s degree in relevant field
- Experience with instructional design principles, adult learning theory, and designing and delivering learning solutions
- Strong knowledge of HR operations and administration and social networking methods

### Additional Qualifications and Skills
- Master’s degree in relevant field
- Experience with instructional design principles, adult learning theory, and designing and delivering learning solutions
- Strong knowledge of HR operations and administration and social networking methods

### Certificates and Licenses

### Certificates and Licenses

### Physical Requirements
- Work is performed in an office setting

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### Working Conditions

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## Job Family Matrix

**Job Function:** Human Resources  
**Job Family:** Learning and Development – Management  
**Job Family Summary:** Provide or manage curriculum development, design, delivery, and evaluation of programs and trainings locally or university wide.

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### Job Summary
- Independently contribute to the planning, design, delivery, and implementation of programs and trainings.
- Independently perform a wide range of duties related to creating training and development opportunities. Responsibilities may include curriculum design and development, training delivery, program evaluation, program management, and project oversight.
- Manage a wide range of duties related to creating training and development opportunities. Responsibilities may include curriculum design and development, training delivery, program evaluation, program management, and project oversight.

### Typical Core Duties
- **Typical Core Duties**
- **Typical Core Duties**
- **Typical Core Duties**

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment.
- Act as primary source of information on all trainings and programs.
- Participate in the planning, design, development, and implementation of curriculum for trainings and programs.
- May facilitate trainings and program sessions as needed.
- May collaborate with stakeholders in the delivery of programs and trainings.
- Prepare and analyze reports and metrics; recommend options to improve existing trainings and programs.
- Evaluate programs/trainings; make suggestions to improve processes.
- Keep current with trends in field to improve programs and trainings.
- Collaborate with internal management in the delivery of programs and trainings.
- Ensure compliance with university policies and procedures and applicable legal rules and regulations.

- Plan, design, develop and implement curriculums for trainings and programs.
- Maintain and enhance existing trainings and programs.
- Facilitate trainings and program sessions as needed.
- Manage outreach, marketing, branding and community relations for programs and trainings.
- Prepare and analyze reports and metrics; recommend options to improve existing trainings and programs.
- Evaluate programs/trainings; make suggestions to improve processes.
- Keep current with trends in field to improve programs and trainings.
- Collaborate with stakeholders in the delivery of programs and trainings.
- May represent unit on University and/or external committees.
- Ensure compliance with University policies and procedures and applicable legal rules and regulations.

- Develop, analyze, present reports and metrics to assist with setting the strategic direction; may contribute to the strategic direction of programs and initiatives.
- Evaluate programs/trainings; seek efficiencies and manage improvements in processes.
- Keep current with trends in field to improve programs and trainings.
- May collaborate with University leadership in the delivery of programs and trainings.
- Provide consulting services to schools and units.
- Represent unit on University and/or external committees.
- Ensure compliance with University policies and procedures and applicable legal rules and regulations.
### Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 3 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 5 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 7 years’ relevant work experience
- Supervisory experience

### Additional Qualifications and Skills
- Supervisory experience
- Experience with instructional design principles, adult learning theory, and designing and delivering learning solutions
- Strong knowledge of HR operations and administration and social networking methods
- Supervisory experience
- Master’s degree in relevant field
- Experience with instructional design principles, adult learning theory, and designing and delivering learning solutions
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**Job Summary**

Lead a wide range of duties related to creating training and development opportunities. Responsibilities may include curriculum design and development, training delivery, program evaluation, and program management and project oversight.

**Typical Core Duties**

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment.
- Direct and develop the planning, design, development and implementation for training and program curriculums.
- Direct the development and implementation of new trainings and programs.
- Direct full spectrum of an assigned program or initiative.
- Direct outreach, marketing, branding and community relations for programs and trainings; develop strategies to increase engagement.
- Develop, analyze, present specialized and ad hoc reports and metrics to assist with setting the strategic direction.
- Direct the development of reports and metrics to measure effectiveness and set the strategic direction.
- Develop, and implement processes and procedures.
- Ensure compliance with University policies and procedures and applicable legal rules and regulations.

Lead a wide range of duties related to creating training and development opportunities. Responsibilities may include curriculum design and development, training delivery, program evaluation, and program management and project oversight.

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