

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.			
Job Title: HR Learning and Development Professional II		Job Title: HR Learning and Development Professional III	
Job Code: H2056P		Job Code: H2057P	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: August 2022		Effective/Revision Date: August 2022	
Job Summary		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.	
Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none"> 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 		<ul style="list-style-type: none"> 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 	
Typical Core Duties		Typical Core Duties	
		<ul style="list-style-type: none"> 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 trainings 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	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

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.	
Job Title: HR Learning and Development Professional V	Job Title: HR Learning and Development Professional VI
Job Code: H2059P	Job Code: H2060P
Grade Level: 59 Exemption: Exempt	Grade Level: 60 Exemption: Exempt
Effective/Revision Date: August 2022	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.	Direct 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	
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

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Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 10 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	Physical Requirements
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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.			
Job Title: HR Learning and Development Mgt II		Job Title: HR Learning and Development Mgt III	
Job Code: H2056M		Job Code: H2057M	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: August 2022		Effective/Revision Date: August 2022	
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Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none"> • 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 • 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 		<ul style="list-style-type: none"> • 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 • 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 	
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Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
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