

Missouri Department of Transportation Job Description

Job Title: Employee Development Manager

Title Code: R04442

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Employee Engagement and Outreach; Human Resources; Safety and Emergency Management

Effective Date: 03-01-2025

Replaces (Effective Date): 12-01-2024

General Summary

The employee development manager works collaboratively with district and division leaders to ensure each of the department's employees possess the knowledge and job skills necessary to perform their job tasks; manages the activities related to technical and management training development and delivery, performance and assessment management, and outsourced training programs. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Adult Learning, Business Administration, Human Resources, Personnel Management, Organizational Development, Training and Development, or related field, **AND** six years of relevant experience, **OR**
- Ten years of relevant experience.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide or out-of-state, overnight travel.

Examples of Work

1. Provides leadership, planning, and direction consistent with department training, development, engagement, outreach, and organizational assessment needs.
2. Designs, implements, and improves internal systems that focus on improving organizational, group/team, and individual performance.

3. Benchmarks, implements, and communicates best practices in employee development and assessment, training, and employee engagement.
4. Sets priorities that align with and support the department's strategic goals and objectives.
5. Directs and manages fiscal resources and ensures contractual agreements/compliance.
6. Determines the most cost-effective way to design, develop, and deliver employee training, development, assessment, and engagement programs.
7. Coordinates analysis identifying the strategic/core competencies needed by the department's workforce and the gap between employees' current knowledge, skills, and abilities; develops and delivers programs necessary to align individual skill sets with job task core competencies.
8. Oversees and coordinates the statewide Learning Management System (LMS), including tracking training, assigning course codes, and establishing job title-specific curricula; provides technical assistance to LMS administrators and users in the districts and divisions.
9. Analyzes training, development, and engagement needs and identifies available resources; conducts cost-to-benefit analyses; makes recommendations on which training and engagement programs will be developed internally or outsourced.
10. Designs measurement systems for evaluating the impact of performance interventions, training, and engagement activities; communicates results to supervisors and managers and uses the results to make improvements to internal processes, services, and deliverables.
11. Monitors employee development, training, and engagement activities for compliance with department policies and procedures, federal and state regulations, and management directives.
12. Ensures training, development, compliance, and engagement information is accessible to the workforce through hard copy, electronic, and web-based sources.
13. Works collaboratively with cities, counties, and other governmental agencies, including Federal Highway Administration on special projects related to training and employee engagement.
14. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
15. Performs other responsibilities as required or assigned.