

Missouri Department of Transportation Job Description

Job Title: Employee Development Manager

Title Code: R04442

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Supervisory

District/Division: Central Office – Employee Engagement & Outreach, Human Resources, Safety & Emergency Management

Effective Date: 04-01-2026

Replaces (Effective Date): 09-01-2025

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 in adult learning, industrial and organizational psychology, organizational development, training and development, or related field, **AND** six years of experience in training or performance technology, **OR**
- Ten years of experience in training or performance technology.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Provides leadership, planning, and direction consistent with department training and development including assessment needs.
2. Designs, implements, and improves internal systems that focus on improving organizational, group/team, and individual performance.
3. Benchmarks, implements, and communicates employee development and assessment best practices.

4. Develops and enhances curriculum for training, encompassing instructor-led workshops, e-learning modules, and job aids.
5. Directs and manages fiscal resources and ensures contractual agreements/compliance.
6. Determines the most cost-effective way to design, develop, and deliver training programs.
7. Coordinates analysis that identifies gaps between required strategic/core competencies and current knowledge, skills, and abilities; develops and delivers programs necessary to align individual skill sets and core job competencies.
8. Oversees and coordinates the statewide Learning Management System (LMS), including tracking and training, assigning course codes, and establishing job title curricula; provides technical assistance to LMS administrators and users.
9. Analyzes training needs and identifies available resources; conducts cost-to-benefit analyses; recommends training programs to be outsourced or developed internally.
10. Designs measurement systems to evaluate the impact of performance interventions; communicates results to relevant stakeholders and uses results to improve internal processes, services, and deliverables.
11. Monitors employee development activities for compliance with the department's policies and procedures, federal and state regulations, and management directives.
12. Ensures employee development information is readily 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 training-related special projects.
14. Performs supervisory responsibilities.
15. Performs other responsibilities as required or assigned.