

# Missouri Department of Transportation Job Description

**Job Title:** Employee Development Specialist

**Title Code:** R04011

**Salary Grade:** 7

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**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 specialist performs routine entry-level activities in the areas of engagement, outreach, and training, to identify solutions to effectively remove barriers for workforce growth and development. Responsibilities are performed under direct supervision.

## **Minimum/Required Qualifications**

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

## **Special Working Conditions/Job Characteristics**

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

## **Examples of Work**

1. Conducts and coordinates programs and training to include class management, workshops/conferences, technical training, compliance training, and soft skills training.
2. Recommends updates to training modules, evaluates trainers, and evaluates and reports on training outcomes; compiles and reviews necessary data and information to ensure workforce program and training compliance requirements.
3. Coordinates facilitation materials for focus groups and process improvement.

4. Participates in contract management, including project management for training contracts, training facilities management, and class management.
5. Provides general assistance with the administration of the Learning Management System, including contracts, training and supporting the administrators, and reporting.
6. Assists in managing the performance consulting process; supports initiatives and tools to enable the organization to recruit, retain, and engage its workforce; assists in recruitment and retention efforts.
7. Assists in developing and administering employee and organizational surveys, collecting and analyzing data from employee and organizational surveys, and developing reports based on survey data analysis; utilizes survey methodologies, including web-based survey methods; may perform data analytics from multiple sources.
8. Provides general assistance with the administration of the performance development approach, including the on-line resources and the performance development process.
9. Provides general assistance with leadership development programs, including program content, learning events, and reporting.
10. Performs other responsibilities as required or assigned.