

# Missouri Department of Transportation Job Description

**Job Title:** Intermediate Employee Development Specialist

**Title Code:** R04012

**Salary Grade:** 8

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central Office – Human Resources

**Effective Date:** 12-16-2024

**Replaces (Effective Date):** 12-01-2024

## **General Summary**

The intermediate employee development specialist performs varied and moderately complex activities related to identifying, training, and creating solutions to effectively remove barriers so that employees can improve their performance. Responsibilities are performed under moderate supervision.

## **Minimum/Required Qualifications**

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

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

- Job requires occasional, statewide, overnight travel.

## **Examples of Work**

1. Manages, coordinates, and conducts training programs for employees, including class management, technical training, compliance training, and soft skills training.
2. Updates training modules; evaluates trainers; and evaluates and reports on training outcomes.
3. Assists in facilitating focus groups, quality and process improvement initiatives, problem solving teams, and team-building initiatives.

4. Provides contract management, including project management for supervision/management training contracts, training facilities management, and class management.
5. Administers the Learning Management System, including contracts, training and supporting the administrators, and reporting.
6. Coordinates the activities of the work life center, including programming and career counseling.
7. Assists in the management of the performance consulting process.
8. Develops and administers employee and organizational surveys. Collects and analyzes data from employee and organizational surveys. Develops reports based on survey data analysis. Utilizes all survey methodologies, including web-based survey methods. May perform data analytics from multiple sources.
9. Assists with the administration of the performance development approach, including the on-line resources and the performance development process.
10. Provides oversight for leadership development programs, including program content, learning events, and reporting.
11. Performs other responsibilities as required or assigned.