

Missouri Department of Transportation Job Description

Job Title: Training Accountability & Oversight Coordinator

Title Code: R04254

Salary Grade: 12

Exemption Status: Exempt

Supervisory Responsibilities: Supervisory

District/Division: Central Office – Safety & Emergency Management

Effective Date: 02-01-2025

Replaces (Effective Date): 11-01-2023

General Summary

The training accountability and oversight coordinator works collaboratively with district and division leaders to ensure each of the department's employees possess the knowledge and job skills necessary to safely perform their job tasks; manages the activities related to safety and technical 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, Training and Development, Organizational Development, Industrial and Organizational Psychology, or related field, **AND** eight years of experience in training or performance technology, or related field, **OR**
- Twelve years of experience in training or performance technology, or related field.

Special Working Conditions/Job Characteristics

Job requires occasional, statewide, overnight travel.

Examples of Work

1. Coordinates and provides oversight of activities related to the department's safety and technical training programs.
2. Leads the development and implementation of curriculum and coursework for safety and technical training programs.
3. Develops and implements policies, guidelines, and procedures related to employee training.

4. Coordinates use of the statewide Learning Management System (LMS) for safety and technical training, which includes tracking of training, assignment of course codes, and establishment of job title-specific curricula; provides technical assistance to LMS administrators and users in the districts and divisions.
5. Performs quality assurance reviews of employee records related to safety and technical training and provides oversight to ensure training courses are completed as required.
6. Coordinates processes for the qualification, professional development, and continuous evaluation of internal staff performing safety and technical training.
7. Develops collaborative working relationships with district and division training staff, along with external training and workforce development professionals to share best practices.
8. Researches innovative tools and techniques to design, develop, and deliver effective training programs.
9. Administers and manages contracts for outsourced safety and technical training programs.
10. Manages the division training budget and seeks opportunities for additional external funding for training programs.
11. Performs supervisory responsibilities in a manner consistent with the department's EEO policies.
12. Performs other responsibilities as required or assigned.