

**SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:**



Training and Workforce Development Analyst

SALARY:	\$78,444.00 - \$109,860.00 Annually
DEPARTMENT:	Integrated Services & Strategic Initiatives
OPENING DATE:	05/24/22
CLOSING DATE:	06/13/22 11:59 PM
RECRUITMENT TYPE:	Internal/External
DESCRIPTION:	

The purpose of this position is to perform semi-complex responsibilities for a variety of Workforce Development and Training services such as facilitating District-wide training and performing analytical and technical support for a variety of training and workforce development services, such as the planning, executing, and deploying of instructional assignments via the Learning Management System (LMS). This is accomplished by developing and deploying training offerings, coordinating and planning training schedules with Departments, developing performance metrics and evaluating effectiveness of training programs, consulting with and advising department managers in formulating training plans, providing Human Resources and Labor Relations support, and managing the District-wide LMS. Other duties include administering department projects. Specific responsibilities depend on assignment and incumbents may be cross trained as necessary.

EXAMPLES OF DUTIES:

- Assist in design and conducting employee training modules related to workforce development District-wide.
- Prepares presentations, communications, and training materials and procedures as required.
- Assist in coordinating, planning, and scheduling employee development and training events and programs.
- Provides and implements training programming, including curriculum, lesson plans, training materials, and testing.
- Works with external training providers to deliver content to employees.
- Researches and resolves issues related to workforce development and training.
- Develops and cultivate a training culture that reflects the value of safety, ethics, sharing of expertise, customer service, continuous improvement, encouragement of professional development, and cultural awareness.
- Works with Human Resources and Labor Relations to review confidential records for remedial training plans for employees facing discipline or termination for performance.
- Assist with Reviewing, design, and administering compliance trainings of labor agreements for represented workforce.
- Assists in providing supporting documentation for confidential performance improvement plans.

- Plans, coordinates and conducts large and/or highly sensitive training needs assessments that may involve multiple job classes and/or cross departmental lines. Recommends allocation of training programs and resources to appropriate classes.
- Assists in providing career assessment, development services, and planning assistance by coaching managers in learning plans, advising on external educational and career development opportunities, researching information for department projects, and meeting requirements and objectives of project plan.
- Serves as internal consultant by assisting employees in assessing their learning and development needs, coaching employees in development of individual learning plans, recommending courses for professional development, arranging training sessions, and assisting with tuition reimbursement program.
- Maintains accurate training/LMS records and regularly pulls status reports; reports out on key insights and data trends; makes suggestions to boost engagement.
- Creates and maintains a variety of reports of trainees and programs and provides periodic progress evaluation reports to department and division leadership.
- Tracks and reports information by reviewing employee training records for current licenses, certificates, and renewals, maintaining records of mandatory training, maintaining up to date training files.
- Coordinate the day-to-day activities to support the District-wide LMS capabilities such as learner management, course deployments, training status reports reporting, feature discovery and implementation, etc. Quality assures course assets before and after publication in the LMS.
- Provides system training District-wide on the LMS, supports training staff use of LMS District-wide, answers questions and provides technical support as needed including, but not limited to, researching and resolving LMS problems, unexpected results or process flaws; perform scheduled activities; recommend solutions or alternate methods to meet requirements.
- Assists in the review, testing and implementation of LMS system upgrades or patches.
- Other related duties as assigned.

MINIMUM QUALIFICATIONS:

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: Bachelor's degree or equivalent in Human Resources, Labor Relations, Computer Science, Business Administration, Public Administration, Organizational Development, Education, or a related field.

Experience: A minimum of three (3) years of experience in program analysis, project management and/or educational design.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

Completed employment application and proof of education, as outlined above, must be

submitted online no later than Monday, June 13, 2022, at 11:59 p.m. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity Employer EOE - Minorities/Women/Disabled/Veterans.

This position falls under Management and Confidential Employee Group (MCEG).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com/Career/>

Position #2022-00652IE
TRAINING AND WORKFORCE DEVELOPMENT
ANALYST
CW

2810 O Street
Sacramento, CA 95816
(916) 556-0298

Training and Workforce Development Analyst Supplemental Questionnaire

- * 1. Please detail your work experience in program analysis, project management, and training content delivery. Describe your direct experience incorporating best practices, introducing new technology, working with an LMS, and tracking and reporting on program outcomes. In your description, please include the employer where you performed this function and length of time you performed this work.

- * 2. As part of our core values, SacRT cultivates a workplace culture that promotes diversity, equality, respect and justice for all employees. Describe any diversity, equity, and inclusion training programs you've set up or would like to set up. Please describe any current best practices or trends you would like to bring to the agency.

- * 3. SacRT's workforce is a mix of administrative office staff and frontline operations staff. Please detail your experience and knowledge working with varied adult learning styles and preferences. Describe how you take this into consideration when developing or delivering training programs.

- * 4. Please describe the unique experience and qualities you would bring as a training analyst in the public transit industry and a member of SacRT's training team. Detail specific aspects of the industry or agency that you believe present opportunities or challenges as a trainer and how you would approach them.

* Required Question