

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## HR- TRAINING & TALENT DEVELOPMENT MANAGER

### POSITION SUMMARY:

This position is responsible for working with business unit management including center/regional/department leaders (Chiefs and VPs) on the development and implementation of employee training/learning programs that are in alignment with the strategic objectives of the company. Assists in the administration of the human resources policies, procedures and programs.

### POSITION OVERVIEW:

- Employment Type: Full-Time/Exempt
- Salary:
- Location: Warm Springs Administrative Office
- Job Category: Administration
- Reports to: Vice President of Human Resources
- Supervises: N/A

### PRIMARY RESPONSIBILITIES:

- Manages and/or conducts company training and development needs assessments & analysis to determine training solutions.
- Analyzes learning and development needs to identify critical workforce skill gaps and partners with department managers to design and implement solutions to close skill gaps.
- Manages and/or collaborates with subject matter experts in the design and delivery of company training programs to meet the needs of the organization and improve employee performance.
- Manages the evaluation of, or evaluates, outside training resources for possible internal utilization to ensure the effective delivery of training solutions.
- Provides implementation support of companywide initiatives e.g. Continuous Improvement, Safety, Culture, etc. to improve company performance and meet business objectives.
- Works with Vice President of Human Resources on talent management functions to ensure the development of employees to meet business needs, this may include: Competencies, Performance Standards/Measurements, Development/Learning Plans, Career Pathing & Succession Planning.
- Facilitates the maintenance of all training materials, to ensure accuracy and a professional presentation
- Manages assigned team members, including but not limited to; work assignments, compensation and performance management to ensure company initiatives are met.
- Ensures that programs are carried out in accordance with the Agency's HR policies and procedures. Provides recommendations for HR policy updates and procedures.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Assists with maintaining job documentation, job description and job evaluation systems. Seek to develop better systems of updating job descriptions and creating updated employee evaluations.
- Completes human resource operational requirements by scheduling and assigning tasks, duties, and projects to department employees; following up on work results.
- Assists with maintaining human resource databases, computer software systems, and filing systems.
- Assists in the development of processes and metrics that support the achievement of the organization's business goals.

#### POSITION QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in human resources, organizational development, behavioral science or similar area of study preferred. Kidango will consider candidates with BA/BS degrees outside of preferred area of study with any combination of relevant work experience and/or HR certifications such as a PHR, SPHR, SHRM-CP or SHRM-SCP.
- Knowledge of and experience in compensation practices, labor law, staff orientation, and staff recruitment.
- Minimum of 3 years of experience in similar or related position preferred along with experience managing people.
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.
- Must have a demonstrated passion for developing employees and nurturing talent with excellent interpersonal skills.
- Excellent written and verbal communication skills; presentation skills, strong project management, leadership, and team building skills.
- Demonstrates project management skills - must be able to handle multiple assignments, projects / priorities, understand timelines and the need for meeting commitment dates.
- Must be proficient at collecting, gathering, and analyzing data, presenting concise actionable results.
- Must have strong working knowledge of instructional design.

#### COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

#### ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

#### EDUCATION WIDE PHYSICAL DEMANDS:

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

#### **Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at

<http://kidango.org/careers/opportunities.html>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.

