



Professional Development Coordinator

Class Code:
HR-0008

Bargaining Unit: Represented Non-Management
Classified Employees

SANTA MONICA COLLEGE
Established Date: Mar 17, 2010
Revision Date: Mar 20, 2019

SALARY RANGE

\$37.93 - \$46.10 Hourly
\$6,574.00 - \$7,990.00 Monthly
\$78,888.00 - \$95,880.00 Annually

CONCEPT OF THE CLASS:

Under general direction, the position in this classification provides assistance to Human Resources in coordinating appropriate and timely professional development workshops for faculty, management, staff, and student employees. The incumbent is expected to facilitate the design, planning, implementation and evaluation of various training programs and serves as a resource to address institutional, departmental and individual training needs.

Distinguishing Characteristics

The **Professional Development Coordinator** plans, facilitates, develops, delivers, and evaluates various staff development and training programs to address institutional, departmental and individual training needs of the College community.

The **Compliance Administrator/Title IX Coordinator** provides leadership and centralized support for District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, the Americans with Disabilities Act (ADA), Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, the Violence Against Women Act (VAWA), and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment, and sexual violence.

The **Human Resources Analyst – Employee and Labor Relations (Confidential)** performs a full range of professional human resources duties in the areas of labor and employee relations.

ESSENTIAL DUTIES:

Consistent with the District's staff development and training needs, establishes goals and objectives to align with institutional goals; prepares related reports and submits them to the California Community College Chancellor's Office as needed; designs and develops programs throughout the year to meet annual objectives.

In conjunction with applicable participatory governance committees, assists with the design

and implementation of a Flexible Calendar Program for faculty involving workshops, training sessions and seminars; submits related certification to the California Community College Chancellor's Office as required; maintains accountability records for faculty with respect to their flex obligations.

Coordinates and facilitates employee training programs that are in compliance with the provisions of the classified and faculty collective bargaining agreements.

Coordinates and facilitates employee training programs that are state or federally mandated, such as sexual harassment training (government code 12950.1); maintains records of such training.

Recommends professional trainers and/or internal faculty and staff to conduct training and workshops; makes recommendations on delivery through technology-based or instructor-led formats; conducts individual program evaluations and prepare summaries of performance indicators; maintains an active database of trainers.

Designs, plans and implements various programs to address institutional and departmental training needs; designs and conducts an annual needs assessment for faculty, classified and management groups; and prepare flyers and announcements for workshops.

Develops processes and procedures as needed to coordinate the employee development function including development of contracts, forms, grant applications, awards and other materials.

Assists with the planning, organization and implementation of major events for the District involving budget development, contacting community organizations, developing related materials, publicizing and promoting the events and performing related activities.

Presents training programs such as new employee orientation, and/or delivers certain segments of other training programs.

Coordinates and facilitates employee training programs that are in compliance with the provisions of the classified and faculty collective bargaining agreements.

Coordinates and schedules program activities including conference rooms and equipment. Designs and completes certificates of completion and employee satisfaction surveys.

Develops and monitors an assigned budget to implement the District's Staff Development Plan within the established guidelines; prepares year-end expenditure and activities report for assigned finds; prepares District and State reports for the Vice President's signature.

Attends a variety of professional regional and other meetings; serves on assigned committees; develops agendas, record minutes and provide appropriate follow-up; meets with other college campuses and employee development officers to share resources and ideas; and facilitates department meetings and retreats.

Communicates with vendors regarding training materials and resources; reviews training materials and suggests materials for purchase.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION:

Supervision Received:

Under general supervision by the Vice President of Human Resources or designated manager, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

Positions in this classification do not supervise other classified positions, but may provide guidance and direction to student workers and staff assigned to support professional development activities.

KNOWLEDGE, SKILLS AND ABILITIES:**Knowledge of:**

Education Code and other laws, rules, and regulations applicable to assigned areas of responsibility

Methods and procedures for scheduling and planning classes and programs

Program planning, coordination, development, and evaluation, including budget preparation and effective expenditure control methods

Record keeping techniques

Basic principles and practices of curriculum development for training courses

Current trends in training and professional development

Research techniques and online education and training models

Principles and practices of sound business communications

Ability to:

Plan and implement comprehensive employee development program

Develop training programs, workshops, seminars based on needs assessment

Analyze and evaluate program, administrative and operation objectives and issues

Effectively publicize and promote training programs

Write, edit, and produce catalogs, bulletins, flyers and forms

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility

Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

Operate a computer using computer applications, systems, programs and standard office equipment

Organize and maintain specialized and/or confidential files, systems, databases, and spreadsheets

Understand internal and external customer immediate and long term needs to provide viable

solutions and recommendations and meet quality standards

Maintain an open and approachable manner and easily build rapport with others

Maintain composure and focus with a high workload, competing and conflicting demands and multiple interruptions with limited supervision

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Apply laws, rules, regulations and District policies affecting assigned operations; understand and interpreting legal codes, technical materials and administrative policies, reports and directives

Effectively prepare and monitor a budget and maintain proper accounting and budgetary controls

Role model exceptional internal and external customer service

Establish and maintain trusting, effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS:

Education Requirement:

Bachelor's degree, preferably in Organizational Development, Education, Business Administration, Communication, or a related field.

Experience Requirement:

Three (3) years of experience in developing training programs. Experience as a professional trainer is highly desirable.

Education/Experience Equivalency:

Experience and/or education of the same kind, level, and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

A Professional in Human Resources (PHR) or other related professional certifications are preferred.

Special Requirements:

Willingness and ability to work varied hours and/or be on call.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.