

Name of Agency: County of Sonoma

Job Title: Training and Development Analyst II & III

Location of Job: Santa Rosa, CA 95403

Closing Date: 06/23/2022

Direct Application Link: <https://www.governmentjobs.com/careers/sonoma/jobs/3566792/training-and-development-analyst-ii?keywords=Training%20and%20development&pagetype=jobOpportunitiesJobs>

Job Description:

Training and Development Analyst II & III

\$6,555 - \$8,955/Monthly*

If you're driven by intellectual challenges and opportunities for continual learning in a fast-paced complex work environment, then Training and Development Analyst is an excellent opportunity!

Starting salary up to \$51.49/hourly (\$107,465/annually) plus a cash allowance of approximately \$600/month*

The Human Resources Department is seeking an analytical and solution-oriented professional to fill **one (1) full-time** vacancy as a Training and Development Analyst. This vacancy may be filled at either the Training and Development Analyst II, or Training and Development Analyst III level. **Note: If you are interested in applying at either level, you will need to apply to the separate, concurrent recruitment being conducted for that classification.**

Working at the County of Sonoma offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing you're working to better our communities. You can also look forward to a competitive compensation package* and work culture including:

- Flex work schedule and teleworking options, once trained
- Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- Annual Staff Development/Wellness Benefit allowance up to \$1,700 and ongoing education/training opportunities
- Significant portion of health care premiums paid by the County, and access to several health plan options
- Up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment

- Eligibility for a salary increase after 1,040 hours (6 months when working full-time) for good work performance; eligibility for a salary increase for good performance every year thereafter, until reaching the top of the salary range
- Deferred compensation with eligibility for a matching program
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Defined retirement benefit plan, fully integrated with Social Security

About the Position

The County of Sonoma Human Resources Department is seeking a solution-oriented training and development professional to join their Workforce Development unit as a Training and Development (T&D) Analyst. The Workforce Development Unit assists the County in training and developing staff through classroom learning opportunities, online courses, certification programs, as well as training for teams, customized training and learning packages for departments, and succession planning efforts to build and sustain a strong talent pool. The position will report to the Workforce Development Manager and will have considerable latitude for independent judgment and action in providing professional services to county departments. The T&D Analyst's responsibilities include gathering and analyzing training data, drafting reports, and making recommendations; developing RFPs and RFQs for Training and Organizational Development vendor services; working with departments on training requests, developing Statements of Work, and tracking progress; updating and maintaining the Workforce Development website; and supporting the program by responding to customer requests, calls, and emails. In addition, the T&D Analyst will:

- Design, and occasionally deliver, training curricula, in-person and virtually, using a variety of formats and media
- Evaluate and curate online training offerings
- Facilitate and administer new employee orientation program, including scheduling and enrollment
- Support the Workforce Development Manager with county-wide needs assessments, learning program development, training schedules, securing trainers, and tracking budget
- Provide general support for the County's executive development programs
- Provide administrative support for the County's Learning Management System
- Update and maintain the Workforce Development website

The ideal candidate will be innovative and creative in thinking and performing tasks, as well as having the following qualifications:

- Experience with Learning Management Systems and developing e-learning solutions using commercial applications such as Articulate Storyline
- A background in developing creative and engaging training course materials for adult audiences in a variety of formats and media, including storyboarding
- The ability to gather and analyze a variety of data from multiple perspectives to prepare clear and concise reports and develop sound recommendations
- Solid communication skills and experience presenting training curricula in a business environment

- Proven ability to establish credibility and maintain effective working relationships with a broad range of internal and external contacts and customers across all levels of an organization
- Tact, patience, and openness in challenging and stressful situations
- The ability to think on one's feet, problem-solve, and assess risk with limited information
- Experience working in a fast-paced work environment requiring frequent shifting of competing priorities
- Intermediate to advanced skills in Microsoft Office Suite
- A Bachelor's degree in organizational development, training, adult education, public administration or business administration is highly desired

About the Department

The Human Resources Department has 65 positions and is responsible for managing and administering a variety of programs and services through its' two divisions, Human Resources and Risk Management. The Human Resource Services Division is responsible for workforce development, employee relations, recruitment and classification, employee recognition and commissions, and the human resources management system. The Risk Management/Administration Division is responsible for employee benefits, liability and insurance, workers compensation, disability management, and safety.

Under the guidance and leadership of the Human Resources Director, the Department's Mission is to provide comprehensive human resources and risk management services, leadership, and guidance that supports organizational effectiveness for an outstanding workforce. The department values collaboration, integrity, customer service, creativity, transparency, and work-life balance.

*Salary is negotiable within the established range and benefits described herein do not represent a contract and may be changed without notice. For more information, including minimum qualifications, & to apply, visit www.yourpath2sonomacounty.org or call 707-565-2331. *The County of Sonoma is an Equal Opportunity Employer. We value diversity and are committed to having a workforce that is representative of the communities we serve.* **Apply by 6/23/22**