



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Employee Development Manager

An Equal Opportunity Employer

SALARY

\$48.56 - \$59.03 Hourly \$3,898.10 - \$4,738.57 Biweekly \$8,445.88 - \$10,266.89 Monthly
\$101,350.55 - \$123,202.69 Annually

OPENING DATE: 11/04/21

CLOSING DATE: 11/29/21

THE POSITION

The County of Sonoma seeks an experienced Employee Development Manager to manage and lead the countywide training and organizational development programs.

The County is committed to supporting employee professional growth and retention by investing in high quality training, development, and leadership programs. This commitment is being carried forward into its future as the County seeks to become an employer of choice with a diverse workforce that reflects our community and an employer with a positive work culture that builds engaged and developed employees.

Reporting to the Assistant Director of Human Resources, the Employee Development Manager is responsible for the following:

- Planning, organizing, and managing the countywide training and employee development program.
- Assessing existing development programs and the quality and relevance of the programs, and ensuring needs of the organization/departments are being met through the program offerings.
- Personally developing or improving training curriculum and programs, including conducting on-line and in-person trainings, and personally performing the more complex and priority projects.
- Ensuring the County is maximizing the usage, functionality, and benefits of the Learning Management System.
- Coordinating departmental organization development projects
- Managing and supervising the work of a small team
- Working collaboratively with other areas of the County in the delivery of training programs

The Employee Development Manager is expected to: use best practices with regard to developing training programs and curriculum by using techniques such as needs assessments and gap analyses and to propose and develop programs accordingly; develop metrics to assess the effectiveness of training; source and secure vendor and/or contract services as needed in support of programs; act as a County resource and consultant to departments for departmental training and organizational development; promote and market training opportunities; seek creative service delivery models; develop and monitor the program budget; use technology, industry trends, and data to continuously improve program services; and personally develop and conduct trainings. A Human Resources Analyst and a Human Resources Technician report to the Manager.

The most qualified applicants will possess the following experience and competencies:

- A minimum of three years of professional level experience developing and managing training and employee development using modern techniques in an adult and professional learning environment.
- Experience administering and using an enterprise-wide Learning Management System at a large public or private employer.

- Experience using virtual learning environments to deliver and administer training programs.
- Successful creation and implementation of management or supervisory training programs or academies.
- Drives implementation of new ideas
- Values diversity, seeks information from many different sources, demonstrates respect for opinions and ideas from all sources.
- Excellent written and oral communication skills, including being an engaging public speaker.
- The ability to work collaboratively with all levels within the organization.
- Strong problem solving and analytical skills with the ability to use software to analyze data.
- The ability to assess programs and operations, measure effectiveness, and resolve inefficiencies.
- Team, customer, and solution-oriented attitude.
- Experience supervising employees.
- Continuing education, graduate coursework and/or certifications or accreditations in training and organizations development-related disciplines.

What We Offer

Working at the Human Resources Department 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 excellent benefits* including:

- An annual Staff Development/Wellness Benefit allowance up to \$1,700 and ongoing education/training opportunities
- Generous vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- A significant portion of health care premiums paid by the County and access to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Retirement fully integrated with Social Security

*Salary is negotiable within the established range. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [Salary Resolution](#) and our [Employee Benefits](#) directory.

This recruitment is being conducted to fill one Employee Development Manager position in the Human Resources Department. This employment list may also be used to fill future vacancies as they occur during the active status of the list. The Civil Service title for this position is Training Manager.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally, this would include:

Education: Significant academic course work which directly relates to the knowledge and abilities listed such as public administration, human resources management, business administration, organizational development, psychology, industrial relations, sociology, and/or other related courses.

Experience: Three years of professional level experience in training, employee and organizational development, or human resources management including at least one year in a supervisory or management capacity.

License: Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: theory, principles, current philosophies and practices of adult learning, employee and organizational development; principles and practices of training program design, presentation, and training needs assessment techniques, training program development, training methodologies and materials development and presentation; administration of related tracking techniques and methods for high volume of courses and attendees; principles and methods of supervision; statistical data gathering techniques and report writing; techniques for interacting with a variety of individuals from various socio-economic, ethnic and cultural backgrounds in person, by email and over the telephone; standard office practices and procedures, including automated database tracking and desktop publishing software, record keeping and report preparation practices.

Working knowledge of: principles of organization and management applicable to local government; principles and practices of public administration; human resources information systems; report writing and written and oral communications.

Ability to: plan, train, supervise and evaluate the work of a professional and clerical staff; work closely and cooperatively with County management, employees, and employee representatives; provide support and assistance to County departments and employees in development and delivery of training programs; identify long and short-term training and employee development needs in an organizational setting; collect, analyze, interpret and evaluate a variety of complex data and information; develop and prepare instructional materials; design and deliver effective programs to meet County training, employee, and organizational development needs within pre-determined budget constraints; operate audio/visual equipment, troubleshoot related problems and calculate the technical and facility needs for training programs; establish and maintain effective working relationships with those contacted in course of the work; operate specialized computer programs and database system used in training scheduling and tracking; work closely with employees, staff and outside vendors to develop and promote County-wide training opportunities; understand, interpret and apply provisions of applicable laws, ordinances, rules, regulations, memoranda of understanding, and operating procedures; prepare clear and concise written reports and make effective oral presentations.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application. Be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for a thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted online at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma values diversity and is dedicated to creating a workplace environment that provides individuals with a sense of belonging. We are committed to having a diverse workforce that is representative of the communities we serve. The County is proud to be an Equal Opportunity Employer where all aspects of employment are based on merit, competence, performance, and business need.

HR Analyst: DTS
HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #21/11-0809-O
EMPLOYEE DEVELOPMENT MANAGER
DT

Employee Development Manager Supplemental Questionnaire

- * 1. Please describe your experience managing and overseeing large-scale, cross-functional employee development programs and services. Include detailed information about the types of programs and trainings, training audience, size of organization, etc., to provide the readers of your response with sufficient information to assess the complexity and scope of your experience in this area.

- * 2. Describe your experience administering and using an enterprise-wide Learning Management System (LMS) for content delivery. Include the name of the LMS, the ways in which you worked with the system, and such other details that will provide the readers of your response with sufficient information to assess your abilities in this area.

- * 3. Describe the types of training that you have personally developed and delivered and the medium or media used to deliver these training programs.

- * 4. Describe a time in which you identified a training need and implemented a solution for this need. Describe the processes/techniques you used to identify the need and how you designed your solution.

- * 5. Describe your supervisory/management experience including the number and type of positions and functions you supervised/managed and your related responsibilities (e.g., hiring, training, development, and/or discipline).

- * 6. How did you first learn about this opportunity?
 - American Public Human Services Association
 - Association for Talent Development
 - ASTD Golden Gate Chapter
 - California State Association of Counties (CSAC)
 - CalJobs
 - CALPELRA
 - Careers in Government
 - Craigslist
 - DiversityJobs
 - Employee of Sonoma County
 - Facebook
 - Glassdoor
 - GovernmentJobs.com
 - Hispanic Chamber of Commerce of Sonoma County
 - Indeed
 - IPMA-HR
 - Job Fair
 - La Voz
 - Latino Service Providers
 - LinkedIn
 - Los Cien
 - Minority Organization or Group
 - Municipal Management Association of Northern California
 - NCHRA
 - Organizational Development Network

- PASCO HR
- Press Democrat
- SHRM
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Twitter
- Workplace Diversity
- Other Internet Site

* Required Question



COUNTY OF SONOMA BENEFITS: MANAGEMENT*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual and sick leave accruals; additional management leave annually; 12 paid holidays and an additional 8 floating holiday hours per year; and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County paid premium contribution.

Cash Allowance: In addition to monthly salary, a cash allowance of approximately \$600 per month.

Retirement: Fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details for management employees can be found under the Salary Resolution at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or 707-565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.