

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0760
Job Title: Manager, Training and Development
Salary Grade: 24
Bureau: Human Resources
Department: Human Resources
Dept. Budget No. 032
Position I.D. 9500664
Shakman Exempt

Characteristics of the Position

General Overview

Under the general direction of the Human Resources Chief, plans, develops and provides training and employee development programs relative to education and training seminars for managerial, supervisory and other staff throughout Cook County Government. Maintains records of training activities and evaluates effectiveness of programs. Assists in the formulation and implementation of programs relative to management and employee development, as well as various seminars. Oversees the selection of consultants, instructors and speakers for training programs as needed. Confers with management to identify special training needs based on projected changes and other factors. Meets with Bureau Chief to discuss training programs and effectively recommend new courses of action.

Key Responsibilities and Duties

Plans, develops and implements training and employee development programs, using methods such as classroom training, demonstrations, online training, meetings, conferences and workshops.

Assists in the formulation and implementation of programs relative to management and employee development, as well as various seminars such as Employment Plan Training, Employee Performance Evaluations and Employee Orientation. Confers with Human Resources Chief and/or Deputies to recommend programs aimed at the betterment of the workforce and their adjustment to work-related forces. In addition, serves as a resource for conveying important information to managers and employees in a variety of matters related to education, training and development.

Identifies problems, exchanges ideas and develops programs designed to address the needs of specific County departments and agencies.

Analyzes training needs to develop new training programs or modify and improve existing programs.

Maintains records of training activities and evaluates the effectiveness of programs.

Prepares budget and determines allocation of funds for staff, supplies, equipment and facilities.

Supervises other Human Resources Training Staff, as it relates to organizing various workshops, seminars and programs in order to inform County employees of various benefits and training tools.

Oversees the selection of outside consultants, educators, instructors and speakers for a variety of education and training programs as needed.

Performs other duties as assigned.

Knowledge, Skills and Abilities

Through knowledge of principles and methods for curriculum and training design, instruction for individuals and groups, and the measurement of training effects.

Ability to coordinate and preside over group presentations, as well as to verbally communicate effectively.

Ability to work effectively with other trainers and educators, in order to formulate and develop training agendas.

Ability to effectively manage, and work, within an allotted financial budget.

Ability to plan and organize education, training and development programs for diverse groups of employees working in departments throughout Cook County Government.

Skill in implementing effective and relevant education, training and development programs.

Advanced skill in communicating and interacting effectively with a wide and diverse assortment of Cook County employees including Bureau Chiefs, Directors, Managers, Supervisors and other staff.

Ability to analyze education and training needs of diverse Cook County agencies, bureaus, departments, etc.

Skill in personnel interviewing techniques.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of experience of a responsible nature **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in social science, psychology, or education.

Five (5) years of professional work experience in the field of education and training.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

JC: 0760 revised 4/19/12; 11/16/12; 7/24/14