

CAREER OPPORTUNITIES

SOUTHEASTERN VIRGINIA TRAINING CENTER
2100 STEPPINGSTONE SQUARE
CHESAPEAKE, VA 23320

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[Assistant Director of HR & Staff Training Coordinator #00379](#)

Job Description:

Southeastern Virginia Training Center is seeking an Assistant Director of Human Resources & Staff Training Coordinator. This is a dual position working 40% of the time in the Human Resources Department, and 60% of the time as the Staff Development Training Coordinator.

As the Staff Development Training Coordinator this position will develop from scratch and conduct hands on facility wide training based on organization need/objectives. The position is responsible for analyzing training needs, developing curriculum from scratch and delivering courses to facilitate the achievement of organizational goals. Consults with and advises facility leadership regarding the design of staff development programs; establishes learning objectives; develops training materials; coach supervisors and employees; and assesses the impact of training sessions. Position will enhance the competencies of individual employees and supervisors by designing and conducting training programs that will boost work performance in alliance with the facilities mission and vision, and groom employees for the next step of their career path. Will promote participation in facility professional development opportunities to include management of the College of Direct Support. Responsible for coordinating the community provider training. Assists the facility with organizational development initiatives to include change management initiatives. In this position, you will help others develop skills that will make them better professionals. Determines most appropriate instructional method, utilizing knowledge of specified training needs, and applicability and effectiveness of such methods as individual coaching, large and small group instruction, lectures, interactive training and transfer techniques. Will track, monitor and report on training compliance. Coordinates yearly re-certification training for all clinical and direct care staff. Ensures that annual training requirements are met and that no staff are working without proper re-certification. Serves as the Virginia Learning Center administrator. Serves as back-up instructor in selected Pre-service courses including TOVA, CPR and First Aid, MHFA, and Person Centered VA as needed. Assist supervisors in developing annual professional development plans for staff in conjunction with the EWPprocess. Will supervise the pre-service coordinator and the staff training mentor (2 full time positions).

Assistant Director of Human Resources – Manage the HR Department in the absence of the HR Director. Assist the HR Director with Employee Relations & Investigations. Assist the HR Director with Grievances as needed. Will develop and review HR and training related policies. Monitors and manages the issuance of Written Notices to ensure adherence to established policies and procedures. Assists with the annual EEO Assessment Reports. Produces monthly turnover and other data analysis. Review, approve and monitor FMLA paperwork for completeness and adherence to policy. Review, approve and monitor all requests for ADA accommodations to ensure proper documentation and that processes are followed to approve or deny request for accommodation. Rotates throughout the HR Department learning each functional area to serve as a subject matter expert. Conduct audits of HR work/processes to ensure positive audits. Reconciles and completes VRS/VNAV retirement functions on a rotating basis with the HR Analyst I positions. Works with the HR Analyst I on production of the annual EO109 report. Works in conjunction with the HR Director on the development of the Annual Plan for HR and Staff Training. Reviews and approves recruitment panels to ensure recruitment panel members have received the proper training and to ensure that the panel is diverse. Reviews and monitors the selection of candidates throughout the recruitment process to ensure that policies and procedures are followed. Monitors and reviews HR filing to ensure that items are being filed properly and in a timely manner. Conducts stay interview training for new supervisors. Assist the HR Director with compensation analysis and studies. Reviews all hiring exemption requests before submission to central office. Develop from scratch, review and update job descriptions. Assist the HR department with job fairs, writing job announcements and ensure that realistic job previews are conducted. Assist HR department with entry of information in to HR databases. Run reports from HR Systems as needed. Will supervise 3 full time HR Analyst I positions.

Position normally works 8AM-5PM Monday-Friday but may have some evening and weekend hours to cover Training or HR requirements.

Minimum Requirements:

- *Bachelor's Degree in Business, Human Resources, Organizational Development, Instructional Development/Design, Psychology, or closely related field, and/or equivalent combination of education and experience required.
- *Previous experience as a staff development trainer required.
- *Previous work experience developing training curriculum from scratch, analyzing training needs and developing and conducting training programs to facilitate employee & supervisor development required.
- *Previous experience working in an HR Department at the Senior HR Generalist level or above required.
- *Considerable working skill with HR Management theories, laws, regulations, policies, principles and practices, preferably in VA State government.
- *Ability to develop, analyze, and interpret relevant HR policies and to independently work and make decisions involving sensitive HR issues.
- *Skilled in interpreting and applying Human Resources laws and regulations to include FMLA and ADA.
- *Previous supervisory experience required.
- *Working knowledge of Organizational Development theories, philosophies and methods to include change management.
- *Knowledge of organizational behavior, training analysis and change management skills.
- *Working knowledge of instructional best practices, adult learning theory, training design and development, and organizational development theory and practice.
- *Prefer skills in administering the MBTI, True Colors, Predictive Index or other management or behavioral assessments.
- *Excellent project management skills with the ability to set and fulfill priorities with demonstrated strong time management capabilities.
- *Must possess demonstrated skills in workshop presentation, team building techniques and small/large group facilitation.
- *Advanced-level computer skills, including thorough knowledge of MS Office suite of products.
- *Ability to prepare reports utilizing MS Office products and HR/Training databases.
- *Working knowledge of administering learning management systems.
- *Ability and skill in the development of curriculum content, instruction methods, training plans, and competency indicators.
- *Hands on skills in establishing, monitoring and evaluating training goals and objectives.
- *Ability in using quantitative and quantitative data to evaluate training and special projects and to use evaluation reports to guide program improvements.
- *Exemplary problem solving skills using sound analysis to reach logical conclusions, preparing statistical and narrative reports, and providing training to achieve results.
- *Demonstrated ability to establish and maintain effective working relationships with individuals from diverse social and economic environments.
- *Ability to create curriculum in order to meet the training needs on various topics, particularly in the areas of team building, coaching, civility, diversity, supervisory skills for new supervisors, etc.
- *Experience providing training statistics and reporting on training compliance required.
- *Extensive hands on experience in adult education, training and development, program assessment, development and delivery of training programs.

Preferred Requirements:

- *Master's Degree in Business, Human Resources, Organizational Development, Psychology, Instructional Development/Design, or closely related field preferred.
- *Experience teaching adults preferred.
- *Previous experience administering Learning Management Systems preferred.
- *Previous experience conducting general new hire orientation training for staff preferred.
- *Previous experience with State HR systems such as VLC, PMIS, VNAV, and RMS preferred.

Salary Range - \$43,892 to \$57,000 DOE and within DHRM Compensation Policies

Accepting online applications only. To apply, please visit:

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If accommodations are needed with the application and/or interview process for applicants with disabilities please contact Lisa Studivant, Human Resources Analyst at 757-424-8205.

Southeastern Virginia Training Center is a tobacco-free workplace. The use of tobacco products are prohibited on facility grounds, buildings and agency or personal vehicles. Pre-employment FBI Background check and drug screen required prior to employment.

This position is considered essential personnel and would be required to work in the event of an emergency, inclement weather or facility need. All SEVTC positions are required to work different shifts and/or overtime as requested.

Southeastern Virginia Training Center is an Equal Employer Committed to Workforce Diversity.