

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-DPT OF HUMAN SVC CNTL OF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Workforce Development & Training
4. Civil Service Position Code Description Human Resources Mgr-3	10. Division
5. Working Title (What the agency calls the position) Training Delivery Manager - Unit 2	11. Section
6. Name and Position Code Description of Direct Supervisor STUBBS, MEON S; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor GIBSON, STACIE M; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 3040 W GRAND BLVD; DETROIT, MI 48202 / M-F;8-5
14. General Summary of Function/Purpose of Position This position manages training delivery for the Office of Workforce Development and Training (OWDT) across multiple programs including public assistance, child welfare, adult services, leadership, and other Department programs and initiatives. The position provides supervision and guidance for a team of trainers responsible for supporting OWDT with training implementation and delivery.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Oversees the implementation and delivery of initial and ongoing training for multiple department programs.

Individual tasks related to the duty:

- Oversees the development and implementation of standards and protocols for effective training delivery, implementation, and evaluation according to established industry standards.
- Consults, coordinates and directs staff in the delivery, implementation, and evaluation of training projects.
- Collaborates with key partners and stakeholders through the implementation and delivery process to ensure training products effectively support training goals and facilitate transfer of learning.
- **Coordinates with internal and external partners to ensure training content and delivery methods are updated and aligned with emerging policy, executive directives, legal decisions, and legislative mandates.**
- Reviews training products to ensure alignment with OWDT and departmental strategic direction.
- Works collaboratively with OWDT teams regarding training needs for respective programs
- Reports regularly to the State Administrative Manager regarding the quality of training programs and the progress in the implementation of new training initiatives.
- Advises regarding challenges in training delivery and implementation and recommends potential solutions.
- Suggests strategies to implement departmental goals.

Duty 2

General Summary:

Percentage: 40

Supervises a staff of professional trainers.

Individual tasks related to the duty:

- Engages staff effectively to communicate, support, and promote OWDT and departmental strategic direction
- Monitors work production and quality
- Leads staff in training delivery initiatives
- Facilitates resolution of implementation and delivery conflicts through effective resource allocation
- Coordinates functional areas to ensure training delivery is supported and implemented according to deadlines
- Schedules assignments effectively to meet deadlines with quality training delivery and excellent customer service
- Ensures staff have tools and resources to effectively perform work duties
- Facilitates resolution of priority conflicts for staff
- Supports professional development for staff
- Conducts performance evaluations and develops performance plans with staff

Duty 3

General Summary:

Percentage: 20

Serve as OWDT representative with departmental and external partners regarding training delivery.

Individual tasks related to the duty:

- Works with policy and program offices on training delivery needs
- Facilitates communications with field operations regarding training delivery, implementation, and evaluation
- Provides consultation to field and central office staff as requested for projects and initiatives with training impacts
- Other duties as assigned

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Position has independent decision making authority on decisions concerning OWDT training delivery. This position has operational decision making authority to ensure training delivery meets quality standards and is on schedule. These decisions impact all department and partner agency employees who access OWDT training.

17. Describe the types of decisions that require the supervisor's review.

Position will discuss issues that are sensitive, political, or controversial in nature with supervisor. Decisions impacting other work units, requiring organizational change, or those that have budgetary impact will also require supervisor's review.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Standard office environment. Travel is required. There is extensive use of computer, web conference and non-standard software.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
HUNT, SHALANDA	HUMAN RESOURCES DEVELOPER-A 12	BEYRLE, JOSEPH R	HUMAN RESOURCES DEVELOPER-A 12
ERVIN, CAPRI J	HUMAN RESOURCES DEVELOPER-E P11	CAVANAUGH, BRENNAM	HUMAN RESOURCES DEVELOPER-A 12
WILLIAMS, LAKEENA P	HUMAN RESOURCES DEVELOPER-A 12	SMITH, GEORGIA	HUMAN RESOURCES DEVELOPER-A 12

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

yes

23. What are the essential functions of this position?

The essential duties of the position are to manage training delivery for the Office of Workforce Development and Training and supervise training delivery staff.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

The Office of Workforce Development and Training provides statewide training to department and Private Agency employees in Child Welfare, Public Assistance, Adult Services, Leadership Development and other programs. This work unit supports OWDT by conducting training delivery, implementation and evaluation.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Human Resources Manager 13 - 15

Four years of professional experience providing personnel management or human resources development services in classification, compensation, labor relations, staff development and training, or other areas of professional human resources management, including two years equivalent to a Human Resources Analyst P11 or Human Resources Developer P11, or one year equivalent to a Human Resources Analyst 12 or Human Resources Developer 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

Knowledge of the principles and techniques of employee development and training, knowledge of department programs, training industry standards, and theories of learning and motivation. Knowledge of supervisory techniques including ability to instruct, direct and evaluate employees, and ability to develop procedures and methods to maintain effective stakeholder relationships.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

n/a

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

SHANIKA DENNIS

3/10/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date