

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
HUMAN RESOURCES DEVELOPER

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to plan, develop, conduct, and/or evaluate training and development or other informational programs. Work includes coordinating and conducting training sessions, workshops, conferences, and seminars on a variety of issues. Programs may be designed to train and develop departmental employees or to inform or educate external customers regarding state programs and services.

There are five classifications in this job.

Position Code Title - Human Resrcs Dvlpr Trainee-E

Human Resources Developer (Departmental Trainee) 9

This is the entry level and serves as a parallel classification to the Human Resources Developer 9 for classified state employees who do not possess a degree. The work performed is identical to an entry-level Human Resources Developer 9; i.e., the employee carries out a range of professional human resources developer assignments while learning the methods of the work.

Position Code Title - Human Resources Developer-E

Human Resources Developer 9

This is the entry level. The employee carries out a range of professional human resources developer assignments while learning the methods of the work.

Human Resources Developer 10

This is the intermediate level. The employee performs an expanding range of professional human resources developer assignments in a developing capacity.

Human Resources Developer P11

This is the experienced level. The employee performs a full range of professional human resources developer assignments in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title - Human Resources Developer-A

Human Resources Developer 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments that have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Plans and develops comprehensive training and informational programs; includes researching materials and preparing content and visual aids.

Conducts training sessions, workshops, conferences, and seminars on a specific subject area.

Develops assessment techniques and evaluates programs such as staff development, training, and workplace safety; makes or recommends improvements.

Develops or selects training and program materials such as handbooks, demonstration models, multimedia visual aids, reference works, etc.

Surveys trainees to measure their learning progress and to evaluate the effectiveness of training presentations.

Develops programs for or instructs supervisory personnel or others on the techniques of training.

Evaluates training and materials and recommends acquisition of external training assistance.

Determines whether programs meet acceptable standards as set by law, federal guidelines, etc.

Conducts research and surveys, analyzes information, and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Human Resources Developer 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Human Resources Developer 12 (Senior Worker)

Performs on a regular basis professional human resources developer assignments that are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and techniques of staff development, training, and other programs.

Knowledge of the theories of learning and motivation.

Knowledge of planning and evaluating training and programs.

Knowledge of various training and instructional materials and their uses.

Knowledge of the methods of conducting training sessions.

Ability to prepare and/or select training and program materials.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to evaluate and assess staff development, training, and other programs, and recommend methods of improvement.

Ability to plan, develop and conduct training sessions, workshops, conferences, seminars, and programs regarding staff development, training, and other programs.

Ability to maintain records, and prepare reports and correspondence related to the work.

Additional Knowledge, Skills, and Abilities

Human Resources Developer 12 (Lead Worker)

Ability to set priorities and assign work to other professionals.

Ability to organize and coordinate the work of others.

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree in any major.

Experience

Human Resources Developer 9

No specific type or amount is required.

Human Resources Developer 10

One year of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer.

Human Resources Developer P11

Two years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer, including one year equivalent to a Human Resources Developer 10.

Human Resources Developer 12

Three years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer, including one year equivalent to a Human Resources Developer P11.

Alternate Education and Experience

Human Resources Developer 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

Human Resources Developer (Departmental Trainee) 9

Education-

Educational level typically acquired through completion of high school.

Experience-

Four years of experience as an advanced 9-level worker in an ECP Group One classification.

OR

Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification.

OR

Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification.

OR

Two years of experience as a first-line supervisor in an ECP Group Three classification.

OR

One year of experience as a second-line supervisor in an ECP Group Three classification.

*Paraprofessional classifications are those requiring an associate’s degree or two years of college.

Educational Substitution-

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

None

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>	
HUMRESDEV	HUMAN RESOURCES DEVELOPER	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Human Resrcs Dvlpr Trainee-E	HUMRDTRE	NERE-002P
Human Resources Developer-E	HUMRDEVE	NERE-174
Human Resources Developer-A	HUMRDEVA	NERE-180

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