

DeKalb County Board of Health

Workforce Development Training Specialist (Time Limited position end 6/30/2023) Position #10709

POSTED: September 20,2022

DEADLINE TO APPLY: October 4, 2022

LOCATION: E.L. Richardson Health Center – Office of Workforce Development

ORGANIZATION SUMMARY: DeKalb County Board of Health works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit <https://www.dekalbhealth.net>.

WHAT WE OFFER: A generous benefits package, which includes employee retirement plan; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and childcare spending account.

SALARY INFORMATION: \$60,000 Annual/ Pay Grade K

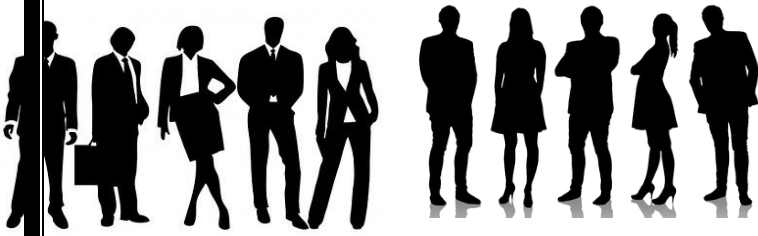
DUTIES: We are looking for a hardworking and reliable Training Specialist to join our ambitious Office of Workforce Development dream team! If you are passionate about training and development and you would like to give your contribution in creating a great organizational culture, this is the right position for you. Under general supervision, provides analysis, research, and technical expertise in a specific area of personnel within an organization. Assists with projects that have a significant impact to the agency. Under general supervision, responsible for assessing, planning, and coordinating training and development activities for DeKalb County Board of Health. Performs end-to-end learning and development. Evaluates training and learning outcomes in relation to functional and/or technical training activities. Provides training and development services for developmental projects and assessments, training material development operations. Assists with training operations, training needs assessment, training material development and instruction. Works with the WD Director and other staff members to evaluate and standardize business processes and tools in order to ensure quality of instructional service delivery. Develops, conducts, and evaluates training and development programs.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university **AND** Two years of related experience in human resources **OR** One year of experience required at the lower-level HR Spec 1 (HRP020) or position equivalent. **Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.**

PREFERRED QUALIFICATIONS: Preference will be given to applicants with a bachelor's degree in a relevant field such as training and development, human resources, education, or business administration. Three or more years of experience in planning, developing, delivering training and development programs, and instructional design. Professionally certified by either the Association for Talent Development or the international Society for Performance Improvement is preferred. Exceptional communication and presentation skills as well as knowledge of computer software training programs is also preferred.

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified



ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:

www.dph.georgia.gov

(Must complete application)

AN EQUAL OPPORTUNITY EMPLOYER

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:

Michelle.Raines@dph.ga.gov