## Human Resources Job Function

### HR Training Job Family

<table>
<thead>
<tr>
<th>Level</th>
<th>Function/ Roles</th>
<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
<th>Impact/Scope</th>
<th>Supervision</th>
</tr>
</thead>
</table>
| 57    | Senior Training Specialist | Bachelor’s degree required, Master’s degree in related area preferred 5+ years of experience in instructional design, curriculum development, assessment and project management skills Thorough knowledge of adult learning techniques | • Participates in the planning, design and implementation of professional development programs including curriculum development, competency analysis, instructor identification, delivery methodology and program evaluation  
• Serves as an internal consultant to schools/units regarding organization development needs and/or teaching staff and stipended instructors  
• Determines project objectives and deadlines with management  
• Assesses school/unit training and/or educational needs and develops training materials and custom curriculum  
• Applies advanced knowledge of training and educational curricula and methodologies, and has extensive knowledge of other related disciplines/processes | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Provides advanced training/course consulting | RECEIVED: Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within assigned duties. Complex assignments are occasionally reviewed upon completion.  
GIVEN: Individual Contributor: Works independently or as part of a team to achieve results. |

#### Note:

1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion