

WILLIAM A. HAZEL, INC.

HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION

JOB TITLE: HR Training & Development Specialist

Exempt: Yes Job Code: _____ Salary: _____ Division: Office

Dept: Human Resources Location: Chantilly, VA

Report to: Human Resources Manager Attendance Requirements: Monday - Friday, 7am - 4 pm

Prepared by: Julie Bove Date: February 7, 2017

Approved by: _____ Date: _____

PRIMARY FUNCTION:

To assess, develop, plan, coordinate and conduct all training and educational programs for the company.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Management retains the right to add or change duties at any time.

1. Assess training needs through interviews with executives, supervisors and employees.
2. Design, create, and deliver training classes and materials to a diverse audience, using a variety of techniques.
3. Provide leadership development training for all new and existing foremen.
4. Select and assign instructors or vendors to conduct training, when necessary.
5. Perform administrative tasks, such as scheduling classes, updating employee training records, and managing skill certifications.
6. Design and conduct new hire orientation.
7. Establish mentorship program for new hires.
8. Develop and administer a program to enhance employees' satisfaction with their jobs and working conditions.
9. Offer specific training programs to help employees maintain or improve job skills.
10. Attend meetings and seminars to obtain information for use in training programs.
11. Assist in recruiting new hires.
12. Provide training in various environments, including jobsites.
13. Other duties, as directed.

PHYSICAL ACTIVITIES / HOURS PER DAY:

Repetitive Motion of Hands and Feet:

<u>Hours Spent At:</u>		<u>Repetitive Hand Motion:</u>		<u>Repetitive Foot Motion:</u>			
		L	R	L	R		
Sitting:	4	Light grasping:	2	2	Hard push:	0	0
Standing:	3	Strong grasping:	1	1	Lt push:	0	0
Walking:	1	Fine dexterity:	1	1	Lift:	0	0
		Keyboarding:	4	4	Shove:	0	0

Repetitive Motion of the Muscular and Skeletal Body:

	Rarely: 0 - Hrs	Infrequently: Up to 3 Hrs	Occasionally: 3 to 5 Hrs	Frequently: 5 to 8+ Hrs	Marginally:
Bend:	X				
Balance:	X				
Climb:	X				
Crawl:	X				
Crouch:	X				
Kneel:	X				
Push / Pull:	X				
Reach:		X			
Squat:	X				
Twist:	X				
Overhead Lifting:	X				
Lift / Carry 0 - 10 pounds:		X			
Lift / Carry 11 - 25 pounds:	X				
Lift / Carry 26 - 50 pounds:	X				
Lift / Carry 51 - 75 pounds:	X				
Lift / Carry 76 - 100 pounds:	X				
Lift / Carry Over- 100 pounds:	X				

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is usually indoors, in an office environment, climate controlled and the noise level in the workplace is moderate. There may be times when the employee must go to a jobsite, where exposure to various weather conditions, loud noise, and uneven terrain is likely. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK KEYS: are used across the nation to help individuals, educators, and employers to identify the skill sets people need to be successful on the job and to determine where additional training can help develop a higher caliber workforce. It offers job analysis, assessment, instructional support, reporting and training identification services.

SKILL SETS: required for this job description are:

Applied Math	Reading for Info.	Observation	Applied Tech.	Listening
4	6	6	6	6
Teamwork	Writing	Locating Information		
6	6	6		

PRACTICAL EXPERIENCE: How much experience or on the job training would it take before he / she would be able to perform this job adequately?

Less than

1 week

1 - 3 Mos.

6 - 12 Mos.

2 - 3 Yrs.

3 - 5 Yrs.

			X	
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What are some of the important things that they should learn during a period of gaining practical experience?

How to assess the training needs of the organization.

Ways to keep the attention and interest of the audience.

QUALIFICATIONS REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in Human Resources, Business Management, Education or related field, with two to five years' experience in training and development.

LANGUAGE AND COMPUTER SKILLS:

Bilingual in English/Spanish is preferred. Must have strong communication skills.

Must be proficient in Microsoft Office.

MATHEMATICAL SKILLS:

REASONING ABILITY:
