

CAREER OPPORTUNITY

Staff Development Specialist

ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

The Agency:

The Alameda County Employees' Retirement Association (ACERA) is a retirement system organized under the County Employees' Retirement Law of 1937, which provides retirement, disability and death benefits to the employees, retirees and former employees of Alameda County and certain other participating public employees. The retirement plan provides lifetime benefits to members of the retirement system who meet the minimum age and length-of-service requirements and is a significant and fundamental part of the comprehensive benefit package ACERA provides to eligible employees. **For more information about ACERA, please visit www.acera.org**

Mission:

To provide ACERA members and employers with flexible, cost-effective, participant-oriented benefits through prudent investment management and superior member open decision-making process. In providing benefits and services, all persons will be treated fairly and with courtesy and respect. Investments will be managed to balance the need for security with superior performance. We expect excellence in all activities. We will also be accountable and act in accordance with the law.

Salary: \$29.43 - \$47.38 an hour or \$61,214.40 - \$98,550.40 a year

The Position:

The Staff Development Specialist (Project) is located in the Alameda County Employees' Retirement Association Department. This position will be a Project Provisional appointment.

This position will perform training and staff development activities in areas including but not limited to assessment and needs analysis, program development to include training content and record development, oversight, program and management development, process optimization and automation, evaluation and communication, and perform other related duties as required. The following is a list of position expectations:

- Consult with senior and mid-level agency managers on various components of staff development programs;
- Facilitate annual training needs assessment for departments and analyze ongoing training needs;
- Determine appropriate training delivery methodology and procedures, including use of audio-visual equipment and technology automation;
- Plan and coordinate training sessions across all job classifications;
- Design lesson plans, including the organization and sequencing of content;
- Develop audio-visual supports; develop and publish handouts;
- Research/learn new theory, tools, and developments in respective fields;
- Train department personal to deliver training and facilitate training instruction for ACERA employees in a variety of content areas in order to meet department goals, and objectives;
- Promote good job performance levels to enhance skills and abilities for career development opportunities;
- Complete special assignments and work on department committees; coordinate with divisions within the department and with outside agencies;

- Develop special reference materials in coordination with program staff;
- Evaluate training programs to determine the effectiveness of the training provided, how effectiveness may be increased, and determine additional training needs; and,
- Evaluate and participate in Lean/process optimization training requirement initiatives.

Qualifications/Education:

The equivalent of three years of full-time experience which involved planning, developing, conducting and evaluating adult education and training programs. (A bachelor's degree in teacher education or industrial training or a closely related field may be substituted for two years of the required experience.)

Or II

The equivalent of one year of experience in the classification of Supervising Eligibility Technician or in an equivalent or higher-level classification in the Alameda County classified service. (Non-classified includes District Attorney’s Office, Hospital Authority, and the Consolidated Courts. Completion of one or more courses of study in methods, principles, practices and techniques of Adult Education is desirable).

Completion of the Alameda County Management Academy “Management & Supervision Certificate Program” may substitute for six (6) months of the required qualifying experience for the internal patterns.

Supplemental Questionnaire: A properly completed Supplemental Questionnaire must be submitted with each resume by March 19, 2020. Resumes and Supplemental Questionnaires must be in the possession of the ACERA Human Resource Department by 5:00 p.m. on the Last Day of Filing. Failure to submit a resume or Supplemental Questionnaire will result in disqualification.

1. Describe your experience *setting up* a training program. Which approach and what methodology did you use to assess the organization’s training needs and why? Explain the measures used to gain confidence that you had properly assessed to meet the training needs of the organization.
2. Discuss your experience developing and employing different employee training programs (for example - on-the-job training, cross-utilization training, external resource training, and individual verses group training, classroom, and workshop). What type of training delivery methods are you comfortable and experienced using? What type of technology have you used in the past to support training programs?
3. Explain your experience with developing on-the-job training and cross utilization training programs. Describe what a master training record means to you.
4. Describe your experience using outsourced employee training programs. How did you determine when outsourcing was necessary and for what content areas? Describe how you

identified the best partners and programs to pursue. Explain how you measured the program's effectiveness and ability to meet the organizational training needs.

Resumes and the Supplemental Questionnaires must be in possession of ACERA Human Resources Department by March 19, 2020 at 5:00 p.m. Resumes and Supplemental Questionnaires must be sent via email to Victoria Arruda, ACERA Human Resources Officer, at varruda@acera.org.

**For questions regarding this recruitment, please contact:
Victoria Arruda, Human Resources Officer, ACERA
510-628-3039.**