



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: PROFESSIONAL DEVELOPMENT SPECIALIST**

**RANGE 39**

**SUMMARY:**

Under the direction of an assigned supervisor, independently perform highly responsible, specialized, and technical duties within the assigned human resource function. Coordinate all training; work with District administration to ensure appropriate and adequate professional development opportunities for all District employees.

**ESSENTIAL FUNCTIONS:**

Coordinate, develop and ensure compliance, for all mandated training. Coordinate and provide professional development opportunities for all district employees.

Assist with coordination, management, development and production of, all training pertaining to updates and changes to constituency group contracts. Assist administration in the presentation of management and supervisory training sessions.

Research new, innovative, and applicable training opportunities and venues. Provide detailed reports to district administration regarding the promotion of ideas.

Conduct and present a variety of training materials.

Maintain a variety of reports and logs for tracking mandated training and professional development training opportunities in preparation for audits.

Review trends and determine opportunities for improvement.

Provide technical advice and assistance to administrators, faculty and employees on the interpretation of district personnel policies and procedures.

Recommend changes and update existing policies and procedures based on evolving federal and state laws, codes and regulations.

Answer telephones and provide information and assistance; take and relay messages; explain departmental policies, procedures and functions according to established guidelines; respond to requests for information and assistance from other district officials, students, staff and the public.

Conduct research, gather and analyze data from various reports as requested from public and staff.

Maintain various records and files related to assigned human resource function.

Perform special research studies or projects as assigned to support the Human Resources Division. Analyze, explain, and recommend solutions or improvements based on gathered data.

Perform a variety of secretarial and clerical duties in support of assigned functions.

Operate a variety of office equipment and machines including personal computer, typewriter, copier, fax, microfiche, etc.

Handle sensitive and confidential information relating to employees.  
Attend meetings and assist in training development as requested by assigned supervisor.

**SECONDARY FUNCTIONS:**

Serve as back-up or assistance to other Human Resources personnel as needed.

Train and provide work direction and guidance to other staff as necessary.

Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic functions of a human resources department.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Presentation and data collection software

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Letter and report writing and proof-reading techniques.

Organization and collection of data.

Operation of a personal computer.

State and Federal employment laws; Education and Government Code.

Intermediate research concepts.

Oral and written presentation skills.

**ABILITY TO:**

Conduct presentations and deliver training to a wide variety of employee groups.

Learn, interpret and communicate effectively, rules, regulations, policies and procedures related to assigned personnel functions.

Perform clerical duties such as filing, duplicating, typing and maintaining records.

Establish and maintain cooperative and effective working relationships with others.

Learn new procedures, files, systems and equipment, including utilization of software packages related to Human Resources, presentations and data collection.

Understand and follow oral and written directions.

Operate a personal computer including various software packages to enter and retrieve data using keyboarding skills in an efficient and effective manner consistent with requirements of the position.

Operate office equipment including computer, scanner, copier, microfiche, fax, and calculator.

Plan and organize work; work independently to meet schedules and time lines.

Interpret complex data and analyze it against appropriate laws and codes to make inferences, provide direction and recommendations.

Connect the inter-related state laws, federal laws, Education Code, Government Code, Titles, Learn and research Assembly Bills, and district policies and procedures; know which of the previous may supersede others. Relate these items to varying situations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Two years college-level coursework or equivalent with work in business administration, human resources management, training, or a related field. Experience with presenting and training.

**WORKING CONDITIONS:**

Human Resources environment subject to constant interruptions and frequent interactions with staff and public.