



Employee Development Specialist Job Description

JOB INFORMATION

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|--------------------------|---------------------------------|
| <i>Job Code:</i> | 117481 |
| <i>Job Title:</i> | Employee Development Specialist |
| <i>FLSA Status:</i> | Exempt |
| <i>Supervisory:</i> | |
| <i>Job Family:</i> | Training & Development |
| <i>Job Family Group:</i> | Human Resources |
| <i>Management Level:</i> | 7 Individual Contributor |

JOB SUMMARY

Facilitates the identification and implementation of effective learning and development strategies and opportunities to support employee growth and development and to help achieve business goals. Identifies development needs and opportunities, develops and delivers virtual and in-person learning, and monitors the efficacy of learning initiatives and interventions.

JOB QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> | |
|------------|-------------|-------------------|-------------------------|----|
| X | | Bachelor's degree | | |
| X | | Bachelor's degree | Human Resources | Or |
| X | | Bachelor's degree | Education | Or |
| X | | Bachelor's degree | Communication | Or |
| X | | Bachelor's degree | Business Administration | Or |
| X | | Bachelor's degree | Psychology | Or |
| X | | Bachelor's degree | in related field(s) | |
| | X | Master's degree | | Or |
| | X | Master's degree | Human Resources | Or |
| | X | Master's degree | Education | Or |
| | X | Master's degree | Communication | Or |
| | X | Master's degree | Business Administration | Or |
| | X | Master's degree | Psychology | Or |
| | X | Master's degree | in related field(s) | |

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> | |
|------------|-------------|------------------------|--|--|
| X | | 3 years | in human resources and/or learning and development | |
| | X | 5 years | in higher education and/or organizational change | |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|--|
| X | | Demonstrated expertise mapping career growth plans. |
| X | | Experience leveraging job family data to define job level capabilities. |
| X | | Excellent written and oral communications skills, comfort with facilitation, and ability to exercise discretion with confidential information. |
| X | | Ability to oversee concurrent projects with frequent interruptions, managing workloads effectively while prioritizing competing needs. |
| X | | Excellent people skills, situational awareness and relationship-building abilities. |
| X | | Demonstrated experience using and creating content for a learning management system. |
| X | | Ability to use sound judgment in making decisions with minimal supervision. |
| X | | Expertise with Microsoft Office. |
| | X | Experience analyzing and selecting appropriate strategies, methodologies and technologies to support career pathing. |
| | X | Familiarity with key progression milestones (e.g., trainings, certifications). |
| | X | Demonstrated project management skills with experience researching, designing, and sharing career growth pathways. |
| | X | Ability to use sound judgment in making decisions with minimal supervision. |

Certifications

| Req | Pref | Select Certifications | Enter Additional Certifications |
|-----|------|---|--|
| | X | | Chartered Institute of Personnel and Development (CIPD) certification |
| | X | | Certified Professional in Learning and Performance (CPLP) certification |
| | X | | Organization Development Certified Professional Program (ODCP) certification |
| | X | SHRM (Human Resource Certification) | |
| | X | Professional in Human Resources - PHR | |
| | X | Senior Professional in Human Resources - SPHR | |

Other Job Factors

- Required to work evenings, weekends, and holidays as necessary.

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| Facilitates the identification and implementation of effective learning and development deployment strategies and opportunities to support employee growth and development and to help achieve business goals. Supports training initiatives as assigned. | | | | |
| Partners with employees at all levels to identify individual and position specific learning goals that support career interests and organizational needs and makes recommendations on learning and development options to help meet these goals. Assists in drafting individual development plans (e.g., goals, milestones) and follows-up with individual employees and leadership to track and analyze employment development activity, modifying plans as necessary. | | | | |
| Helps to develop and deliver virtual and in-person learning, training, coaching, and mentoring opportunities. Designs and customizes training content and materials (e.g., facilitator guides, participant workbooks, presentations and job aids and ensures all training materials are updated, relevant, and consistent with | | | | |

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|--|---------------|------------------|-----------------|------------|
| university standards. Contributes to development projects (e.g., system-wide learning content) and supports employee engagement initiatives as required. | | | | |
| Conducts talent needs assessments and analysis to identify learning and training opportunities and prioritize projects and initiatives that drive desired changes and outcomes. Monitors and evaluate the effectiveness of learning initiatives and interventions. Prepares reports and facilitates communications as needed. | | | | |
| Provides thought leadership and support to clients, subject matter experts, and training managers to incorporate and assist with coordination of non-L&OD training. Maintains confidentiality with privileged information. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics. | | | | |

Other Requirements

| <i>Essential:</i> | <i>Emergency Response/Recovery</i> | <i>Essential:</i> | <i>Mandated Reporter</i> |
|--|--|-------------------|---|
| | In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/ |
| <i>Campus Security Authority (CSA)</i> | | | <i>Essential:</i> |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/ | | | |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the

existing at-will employment relationship between the university and the employee occupying the position.