



Senior Employee Development Specialist Job Description

JOB INFORMATION

<i>Job Code:</i>	117483
<i>Job Title:</i>	Senior 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

Identifies career paths within university job families, recommends pathway milestones, and identifies individual and team development opportunities to promote employee mobility and advancement across the university. Develops and delivers virtual and in-person training, supports the design and delivery of a performance management system, and serves as a subject matter expert resource for the university community.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		Or
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		5 years	experience in human resources and/or learning and development.	

Work Experience

Req	Pref	Work Experience	Experience Level
	X	7 years	experience 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		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)
	X	SHRM (Human Resource Certification)	
	X	Professional in Human Resources - PHR	
	X	Senior Professional in Human Resources - SPHR	

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Identifies career paths within university job families and recommends pathway milestones (e.g., training programs, certifications, conferences). Conducts research and interviews and collaborates with internal clients to understand job families and responsibilities in order to create tailored career pathways and promote employee mobility and advancement. Defines expectations for each position level using job family data that feeds into performance management. Proactively troubleshoots potential issues regarding timelines and access to key progress milestones. Collects feedback on career path opportunities and stays current with the latest relevant industry practices, demonstrating agility in defining career paths for varied employee types.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Identifies individual and team development opportunities by defining, developing, implementing, and evaluating training strategies and programs that drive business goals and priorities. Builds relationships with leaders and client groups to understand their training needs and to develop tailored curriculum.				
Develops and delivers 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 university standards. Contributes to development projects (e.g., system-wide learning content) and supports employee engagement initiatives as required.				
Supports the design and delivery of the performance management process. Establishes a feedback mechanism to measure program effectiveness and continually improve the delivery of talent development. Analyzes performance reviews for correlation to developmental programs and training. Collaborates and partners with internal stakeholders to define, prioritize, and implement initiatives to meet learning and development needs.				
Serves as subject matter expert resource for HR partners in the fields of employee development and performance management and communicates the value of continual learning and development, of both conceptual and applied knowledge, for advancement. 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.