



SENIOR WORKFORCE DEVELOPMENT ANALYST

JC: 000242

PB: 5

FLSA: Exempt

BU: 91 (NR)

Created: October 1987

Revised: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision, performs the more difficult and complex analytical tasks associated with the development and implementation of various workforce development programs, including employee engagement, employee recognition, training and internship programs; assists in the districtwide administration of the performance management program; provides assistance in the interpretation and administration of workforce development policies and procedures; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Workforce Development Analyst series. This classification possesses a specialized, technical or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff. At this level, incumbents are assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. Positions in this classification are flexibly staffed and can be filled by advancement from the journey level, or when filled competitively, by incumbents with prior full journey level experience. This classification is distinguished from the Supervisor of Workforce Development in that the latter is a full supervisory-level classification responsible for planning and evaluating the quantity and quality of work performed by subordinate recruiting staff.

REPORTS TO

Supervisor of Workforce Development or his/her designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Performs the complex work of staff responsible for providing personnel services in a specific area including employee engagement, employee recognition, training, internships, and educational assistance programs; evaluates methods, procedures and services; researches new methods and techniques to enhance program services.
2. Assists in the design and development of employee training and development programs; assists in curriculum design, department facilitation and program reports and evaluation.

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3. Implements outreach recruitment programs using social media strategies; review and screens applications.
4. Develops internal and external partnerships with community partners to promote workforce development programs; coordinates employee engagement events and programs; attends job fairs, employer forums and events.
5. Administers districtwide educational assistance program; coordinates departmental budget, general expenses and reporting.
6. Advises departments on workforce development and performance management issues.
7. Develops and updates training materials; analyzes data and designs customized reports from ad-hoc queries; provides updates and summaries to programs as requested by management..
8. Trains assigned employees in their areas of work including specific methods, procedures and techniques for assigned personnel services in area of responsibility.
9. Prepares reports, presentations and documentation; maintains accurate records and files.
10. Responds to employee requests and public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
11. Stays abreast of new trends, legislation and innovations in Human Resources.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of personnel services programs in assigned area of workforce development program administration.
- Collective bargaining contracts and labor practices in unionized environment.
- Current trends and best practices.
- Principles and practices of personnel services management.
- Principles and practices of classification administration.
- Methods and techniques of research and data collection and analysis.
- Methods and techniques of designing and conducting applicant testing and assessment programs.
- Principles of supervision and training.
- Principles and practices of labor relations and collective bargaining.
- Principles of advanced report writing.
- Advanced methods and techniques of implementing personnel services in assigned program areas.
- Related Federal, State and local codes, laws and regulations.

Skill in:

- Performing advanced level duties in assigned area, including employee engagement, employee recognition, training, internships and educational assistance program administration.
- Planning, organizing, assigning and reviewing the work of assigned staff.
- Interpreting, explaining and enforcing department policies and procedures.

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- Analyzing complex problems, identifying alternative solutions, making recommendations.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Preparing clear and concise reports and documentation.
- Working independently in the absence of supervision.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Reviewing business processes.
- Researching complex compensation data.
- Preparing presentation materials.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's Degree in Business Administration, Human Resources or a related field.

Experience:

Three (3) years of (full-time equivalent) verifiable professional experience in workforce development, organizational development, or related human resources experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0710 – Management Analysts
Safety Sensitive: No