



OAKLAND COUNTY MICHIGAN
invites applications for the position of:

Human Resources Analyst II - Training & Development

SALARY: \$51,233.52 - \$66,682.72 Annually

OPENING DATE: 09/04/18

CLOSING DATE: Continuous

ANNOUNCEMENT INFORMATION:

All applications must clearly indicate how the Minimum Qualifications, if applicable, are met. Provide as much detail as possible under employment history along with the hours worked per week at each job.

PURPOSE

The purpose of this examination is to establish an eligible list from which to fill present or possible future vacancies in this classification. For each vacancy, a Department Director/Division Manager has the choice of the applicants in the top group. This list will remain in effect for six months, unless exhausted, superseded by a new eligible list or extended for another six months by the Human Resources Committee.

TRAINING AND EXPERIENCE TEST

The examination will consist of an evaluation of the applicant's responses on the official employment application form that includes supplemental questions regarding the applicant's training and experience. Your responses will be scored and there are no test retakes. You will be notified of your results by email.

The exam content as described above may be modified depending upon the number of applicants or other factors that influence the practicality or usefulness of this selection process. Where minor differences in actual test scores do not reflect meaningful differences in ability, those scores will be statistically grouped resulting in a tie among those applicants.

CLOSING WITHOUT A DATE

This is a continuous examination, and applications will be accepted until such time as there are sufficient applicants to meet the County's current recruitment needs. As such, interested persons should make application promptly. Applicants will be tested in groups as they apply. Successful applicants, regardless of their testing date, will be ranked on the eligible list based on their final examination scores. The original rank of persons on the eligible list may change as later applicants are tested and added to the list. Notice of the last date to apply for this examination will be posted in the Human Resources Department and on this posting one week prior to the application deadline. Applications will not be accepted after the posted closing date.

TRANSCRIPTS REQUIRED

All applicants for this classification must upload a copy of their college transcript under the attachment section. This section is used for **transcripts only**. Do not upload any other documents such as reference, cover letter, resume, etc. **NOTE: If a job offer is made, an official transcript will be required.**

JOB SUMMARY:

Under limited supervision, presents and facilitates various training courses in small group sessions. Focuses on the quality and quantity of trainings by enhancing a group's ability to work together

effectively toward a common goal or objective. Conducts needs analysis for departments, and analyzes relevant data regarding work performance to determine appropriate training and/or performance intervention. Designs course objectives and related content using principles of effective instructional design and adult learning theory. Organizes information using an instructional design document in order to ensure course objectives are aligned with course content and associated training activities. Develops course materials and media to ensure course objectives are met. Coordinates training and development programs. Communicates with departments, internal staff, and vendors when necessary. Evaluates outcomes of learning interventions by collecting, compiling and analyzing appropriate pre and post training information. Makes revisions to training and materials as necessary. Utilizes departmental specific software.

MINIMUM QUALIFICATIONS:

All applications must clearly indicate how the Minimum Qualifications, if applicable, are met. Provide as much detail as possible under employment history along with the hours worked per week at each job.

TRANSCRIPTS REQUIRED

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At the time of application, applicant must:

1. Possess a Bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, Human Resources Administration, Education or closely related field; **AND**
2. Have three (3) years of full-time work experience in one or more of the following areas: designing courses, facilitating, teaching, evaluating courses, analyzing training needs.

NOTE: A Master's degree in Training and Development, Education or Human Resources Administration may be substituted for one (1) year of the work experience described above.

3. Pass the complete examination, including the employment medical, established for this classification.
4. Successfully complete the six month probationary period.

2100 Pontiac Lake Road
Waterford, MI 48328
248-858-0530

Position #2018-168
HUMAN RESOURCES ANALYST II - TRAINING & DEVELOPMENT
AB

ocijobs@oakgov.com

APPLICATIONS MAY BE FILED ONLINE AT: <http://www.oakgov.com/jobs>
