METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY
Department of Human Resources
http://www.nashville.gov/Human-Resources/Employment-Opportunities.aspx

Invites Applications For The Position Of:

Human Resources Analyst 3-HR/Training

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

<table>
<thead>
<tr>
<th>SALARY:</th>
<th>$60,869.82 Annually</th>
</tr>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>OPENING DATE:</td>
<td>01/31/22</td>
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<td>CLOSING DATE:</td>
<td>02/14/22 11:59 PM</td>
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POSITION DESCRIPTION:

This role resides within the Training Division of the Central Human Resources department of Metropolitan Nashville and Davidson County Government. The Central HR Department is committed to assisting our customers, both internal and external, by providing information and support in such areas as recruitment, compensation, benefits, training, and employment relations. The Training Division provides a myriad of services to all of our 55+ departments. Employee training is a critical component of retaining a highly qualified and diverse municipal workforce and providing opportunities that promote professional development and to foster a safe, healthy, and productive work environment that will allow us to provide quality services to the public.

Serves as a subject matter expert in online training development, including content and creation of online courses to be taken by Metro Nashville Government employees. Has in-depth knowledge and application of online training development tools. Demonstrates proficient level of administering a learning management system (LMS) to include course inventory, employee training records, and generating relevant reports. Expertise in the end-to-end process of training, including but not limited to course creation, content development, and course delivery in classroom. Performs related duties as required.

***If you have recently applied for this position, your application is still under consideration and you do not need to reapply.***

TYPICAL DUTIES:

- Uses online course development software to develop training content/courseware for instructor-led and online programs.
- Administers learning management system (LMS), including creating courses, classes, and recording employee training records.
- Instructs and facilitates classes for employees and leadership.
-Troubleshoots LMS issues.
Reviews, assesses, and updates online and instructor-led training materials.
Researches and evaluates various outside training facilities and instructional methods.
Formulates and maintains the training schedule.
Meets with all levels of management and departmental staff to determine training needs.
Communicates plans, goals, objectives, and training policies to management.
Recommends new training programs as needed for management.
Evaluates progress toward goals and recommends solutions for problems.
Writes reports and proposals.
May supervise employees and/or contract employees.

MINIMUM QUALIFICATIONS:

Bachelor’s Degree from an accredited college or university and two years of professional HR/Training experience.

**For this specific position, substitution will not be considered**

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:

- Two or more years’ experience in Adobe Captivate or similar online development application
- Two or more years’ experience in administering a formal learning management system, i.e., Oracle, etc.
- Professional training experience to include course content design/development and instructor-led/virtual class delivery

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Requests for ADA accommodation for the recruitment process should be directed to 615-862-6640.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.nashville.gov/Human-Resources/Employment-Opportunities.aspx

Human Resources Department
404 James Robertson Parkway, Suite 1000
Nashville, TN 37219
(615) 862-6640

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Human Resources Analyst 3-HR/Training Supplemental Questionnaire

* 1. What is the highest level of education you have completed?
   - High School Diploma or equivalent
   - Associate's Degree
   - Bachelor's Degree
   - Master's Degree

* 2. How many years of professional HR/Training experience do you have?
   - Less than 2 years
   - 2-3 years
   - 4-5 years
   - 6 or more years

* 3. Briefly describe your training delivery/facilitation experience.

* 4. Indicate in which online training development application(s) you have experience (select all that apply):
   - Captivate
   - Articulate
   - Lectora
   - Other
   - None

5. If you selected "other" in the previous question, list specific application(s).

* 6. Briefly describe your experience working within a learning management system (LMS), i.e., HCM Cloud (Oracle), proprietary system, etc.

* Required Question