



Alameda Contra Costa Transit District Classification Specification

Exhibit-B

Director of Training and Workforce Development - **DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
TBD	Exempt	1 – Officials/Administrators	Unrepresented-At Will	14	10/22/2025	25-038

DEFINITION: Under administrative direction, the Director of Training and Workforce Development provides senior management leadership for District-wide training, professional development, technical instruction, and workforce readiness initiatives. The incumbent is responsible for planning, organizing, and directing the work of the department through subordinate managers and staff; developing and directing policies, goals, and programs that advance talent development and workforce performance; and ensuring alignment with District strategic priorities.

This classification is distinguished from other management roles by its District-wide scope, emphasis on workforce capacity building, and direct contribution to departmental policy and long-term strategic planning. The classification exercises broad authority over resources, budget, and staff, and serves as a key advisor to executive leadership on organizational training and workforce development matters. This is an at-will, unrepresented classification.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Provides leadership and direction for the department, including staff selection, training, motivation, and performance management; conducts evaluations, addresses performance issues, provides constructive feedback, and implements personnel and disciplinary actions as needed.
- Leads the development and implementation of District-wide workforce development and organizational training initiatives, monitoring their effectiveness and identifying opportunities for improvement.
- Develops and directs departmental strategies, goals, objectives, policies, procedures, and work standards for the department.
- Oversees and coordinates the department's work plan through subordinate manager(s) and supervisor(s), ensuring service quality, compliance with legal requirements, and alignment with District objectives.
- Continuously evaluates and improves service delivery methods, work distribution, reporting structures, and support systems, implementing change management, as required.
- Oversees the department's annual budget, including forecasting, expenditure approvals, and adjusting as required.
- Directs the establishment and maintenance of the District's learning management system, training records, and related reports and data analyses.
- Oversees committees and coordinates the planning, organization, and execution of various District and industry events, and community partnerships.
- Serves as liaison and represents the District to the Board of Directors and a wide variety of industry committees, boards, and commissions; consults with other public agencies and external organizations concerning the establishment and maintenance of joint venture training programs
- Provides expert guidance on training programs to District staff and leadership; preparing and presenting reports to the Board of Directors, commissions, and committees.
- Stays abreast of changing laws, regulations, and procedures pertaining to training; best practices and regulatory compliance requirements; communicates business implications, and impact to all key stakeholders including the Board of Directors, executive management, other District staff, and various public and private entities.
- Performs related duties as required.

Knowledge of: Principles of leadership, performance management, team building, and motivation; principals and practices of training methodologies, adult learning and workforce development; techniques for theories of organizational development, management, training, and occupational safety; administrative principles and practices, including the development of goals and objectives, program and work organization and evaluation and supervision of staff through subordinate managers/supervisors; principles and practices of policy development and implementation; principles and practices of budget preparation and administration; research, data analysis, and statistical methods; record retention requirements; principles and practices of project management and



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administration at an advanced level of expertise; principles of effective communication and presentation; effective and strong problem-solving, systems thinking and decision-making; current software programs, training technologies, word processing, spreadsheets, presentation software, and databases at the advanced level of proficiency; providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.

Ability to: Effectively direct, develop and monitor goals, objectives, policies, procedures and work standards for assigned programs and the department; plan, organize, and direct complex training and workforce development functions through subordinate managers and staff; provide for the hiring, professional development, work review, and evaluation of staff; develop and administer budgets; communicate effectively and persuasively both orally and in writing; lead and enable change management processes and transitions and managing their effects; facilitate meetings for consensus building and leading project teams; effectively represent the District and build partnerships with contractors, consultants, and representatives of District jurisdictions, and other external entities; use initiative, discretion and sound independent judgment within general policy guidelines and exercise discretion and tact in the handling of sensitive and confidential information.; exhibit a commitment to the District's goals and initiatives, including its strong user-focused customer service philosophy; respect the organization and its culture; and establish and maintain effective working relationships using principles of excellent customer service.

Education: Equivalent to a bachelor's degree in a relevant field of study, including education, business administration, public administration, human resources, or organizational development.

Experience: Equivalent to eight (8) years of progressively responsible full-time experience in the field of human resources, education, professional training, or workforce development, including four (4) years in a supervisory capacity.

License/Certification(s): None.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment.

Special Requirements: Must be willing to: (1) work outside regular business hours as required and (2) Must be willing and able to travel to all District facilities, operational sites, and other locations as required by the position (3) Travel may include attendance at off-site meetings, trainings, inspections, or field assignments and may involve irregular hours or occasional overnight stays.

Established Date: 10/22/2025 (Res. No. 25-XXX)