



Exhibit- G

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

Class Code	FLSA Status	EEO-CAT	Represented Status	Salary Grade	Effective Date	Resolution #
072	Exempt	EEO-4 Officials/Administrators	Unrepresented – At Will	14	12/11/2024	24-XXX

**DEFINITION:** Under administrative direction, oversees through subordinate managers and supervisors, all functions and activities within the assigned units; develops departmental policies, goals, and directives; coordinates assigned activities with other District departments; provides expert consultation and guidance to executive management and District staff in the areas of expertise. The incumbent is responsible for all facets of assigned training initiatives, strategic workforce development, technical instruction, and staff management. Incumbents in the role coordinate the activities of the department with those of other District departments/divisions and external organizations; accomplishes departmental planning, operational goals, and strategic objectives; furthers the District's goals, and objectives within general policy guidelines.

This classification is differentiated from the departmental management-level classifications in that the Director oversees both short—and long-term direction and planning of multiple services and operational units.. This is an at-will, unrepresented classification.

~~Under general supervision, provides overall management of the Training and Education department, supervises all staff, and manages the facilities and resources of the Training and Education Center, consistent with the District's critical business outcomes.~~

~~**REPORTS TO:** The Chief Transportation Officer, or designee.~~

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

- Provides leadership to the assigned department; selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability, and conformance with department standards; conducts performance evaluations; works with employees on performance issues provides constructive feedback on performance and behaviors; implements discipline and termination procedures; responds to staff questions and concerns.
- Develops, directs, and oversees the implementation of strategies, goals, objectives, policies, procedures and work standards for the department.
- Through subordinate levels of supervision, develops, directs, and coordinates the overall work plan of the department; contributes to the department's service quality through the development and implementation of policies and procedures to meet legal requirements, District needs, and strategic objectives; continuously monitors and evaluates the efficiency, and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages, develops, and administers the department's annual budget; directs the forecast of additional funds needed for initiatives, projects, staffing, equipment, materials, and supplies; directs the monitoring of, and approves expenditures; directs and implements adjustments, as needed.
- Oversees the development and implementation of strategic workforce development and training initiatives District-wide.
- Continuously monitors and evaluates the efficiency and effectiveness of training programs and procedures; assesses and monitors the distribution of work, support systems, and internal reporting; technologies and equipment; identifies opportunities for improvement; directs the implementation of change.



Director of Training and Workforce Development~~Training and Education Manager~~

- Directs and monitors the establishment and maintenance of the District's learning management system, training records, department reports, and data analyses.
- Oversees committees and coordinates the planning, organization, and execution of various District and industry events.
- 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 advice and expertise to District staff regarding various training programs.
- Provides highly complex support and guidance to the District's leadership and staff; develops, reviews, and presents staff reports related to assigned activities and services; presents information to the Board of Directors and various commissions, committees, and boards.
- 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.
- ~~• Manages the Training and Education department (TED), supervises all TED staff, and observes and evaluates employee performance. Makes recommendations regarding staffing levels, the hiring of new staff, and the status of current staff.~~
- ~~• Works closely with TED staff to identify training needs; and administers and participates in the development of training programs for new Trainees, existing internal staff, and contracted organizations.~~
- ~~• Develops operational procedures and performance standards, including methods and criteria for testing and evaluating trainees.~~
- ~~• Administers Training and Education Center (TEC) facility planning, use, and scheduling; in accordance with the needs of the TED, and the District.~~
- ~~• Monitors the ongoing maintenance and repair of department and facility equipment. Recommends the implementation of new technologies and equipment to improve training efficiencies and outcomes.~~
- ~~• Conducts training sessions and workshops for Training Instructors.~~
- ~~• Directs and monitors the establishment and maintenance of training records, department reports, and data analyses.~~
- ~~• Monitors the proper retention and accessibility of important records; such as the Department of Motor Vehicles (DMV) commercial license forms (DL170 and DL260), verification of transit training certificates, other required endorsements for operators, and medical information for Training Instructors.~~
- ~~• Makes presentations to Executive staff, the Board of Directors, other Management staff, and external organizations regarding TED programs.~~
- ~~• Consults with other public agencies and external organizations concerning the establishment and maintenance of joint venture training programs.~~
- ~~• Develops and monitors the budget and critical business outcomes for the TED.~~
- ~~• Plans, organizes, and administers the local annual Bus Roadeo, and the regional and/or international Roadeos, when required.~~
- ~~• Provides advice and expertise to Human Resources staff regarding pre-employment testing, and training programs for Bus Operators, Paratransit Drivers, and Maintenance personnel.~~
- ~~• Administers the District's tuition reimbursement program, and the District's employer testing program through the DMV.~~
- Performs related duties as required.

**MINIMUM QUALIFICATIONS**



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**Knowledge of:** Principles and practices of project management and administration at an advanced level of expertise; principles of staff supervision, team building, and motivation; concepts of public administration and human resources management; theories of organizational development, management, training, and occupational safety; research, data analysis, and statistical methods; record retention requirements; current software programs, word processing, spreadsheets, presentation, and databases at the advanced level of proficiency; principles and practices of policy development and implementation; 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 budget preparation; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff. Theories, practices and principles of technical, management, supervisory and other training, principles of adult learning and behavioral science; management theory and practice; training and safety program development; accident analyses; and assessment techniques including return on investment concepts; concepts of public administration and human resources management; theories of organizational development, management, training, and occupational safety; research, data analysis, and statistical methods; record retention requirements; principles and practices of customer service; personal computers, and current software for word processing, spreadsheets, and presentation.

**Ability to:** Effectively direct, develop, and monitor goals, objectives, policies, procedures and work standards for assigned programs and the department; provide for the hiring, professional development, work review, and evaluation of staff; develop and administer budgets; communicate clearly both orally and in writing; effectively represent the District in negotiations with contractors, consultants, and representatives of District jurisdictions, and other external entities; use initiative, discretion and sound independent judgment within general policy guidelines; establish and maintain effective working relationships using principles of excellent customer service. Plan, organize, motivate, and monitor the work assignments and activities of a large group of employees; develop and administer budgets, as well as contracts, laws, regulations, and administrative policies and procedures; develop new training curricula; conduct training effectively, and coordinate training and safety programs; stay abreast of new developments in the fields of education, training, and related technologies; recognize and analyze needs and challenges, identify applicable alternatives, problem solve, make sound related decisions and implement appropriate changes; communicate effectively, both orally and in writing; and establish and maintain effective working relations with the Board of Directors, executive staff, management, peers, subordinates, trainees, and union officials using principles of good 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. A master's degree will be considered in lieu of two (2) years of the basic eight (8) year experience requirement.

Equivalent to a Bachelor's degree in a relevant field of study, including education, Business Administration, Public Administration, Human Resources, or Organizational Development. A Master's degree will be considered in lieu of two (2) years of the basic five (5) year experience requirement.

**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.

**Experience:** Equivalent to five (5) years of progressively responsible full-time experience in the field of Human Resources, education, or professional training; including at least three (3) years in a supervisory capacity. Preferred: at least three (3) years in training and development in one or more of the following fields of study: vehicle operations, safety, mechanical-technical, human relations, communications, or operations and management.



## Alameda Contra Costa Transit District Classification Specification

### Director of Training and Workforce Development~~Training and Education Manager~~

~~**Desired Qualification:** Experience with fixed-route bus operations and/or training.~~

**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) travel between the various District facilities.

~~Possession of, or ability to obtain a valid California Class C Driver License and meet the District's driving standards.~~

~~**Attendance Requirements for internal applicants:** No more than twelve (12) sick days off during the last twelve (12) months unless due to extraordinary circumstances. Proof of extraordinary circumstances must be submitted along with your promotional application for the position.~~

**Established Date:**  
**Revision Date:**