



Cuyahoga County Personnel Review Commission Eligibility List

Classification: Organizational and Employee Development and Training Specialist
Appointing Authority: Human Resources
Examination Date(s): May 16-17, 2019
Date List Established: May 17, 2019
Date List Expires: March 7, 2020
Status: Competitive
Examination Maximum Score: 20 Points
Examination Passing Score: 13 Points

<u>Rank</u>	<u>Last Name</u>	<u>First Name</u>	<u>Score</u>
1.	Chimo	Mark	20
2.	Emily	Smith	20
3.	Christopher	Farroni	20
4.	Neeley	Lawren	17
5.	Denne	Anderson	17
6.	Melissa	Messam	17
7.	David	Micka	17
8.	Fran	Almaghariz	13

Organizational and Employee Development and Training Special(Job Id 21)

Location: US:OH:Cleveland

Category: Human Resources
Management and
Services

Employment Type: Executive

Post Date: 12/20/2018

Close Date: 04/14/2019

Salary: 44,532.80-47,528.00
USD

Description

Department: Human Resources

Anticipated Work Schedule: Monday - Friday, 8:30 AM - 4:30 PM

Reports To: Manager of OED

Full Time or Part Time: Full Time

Regular or Temporary: Regular

Bargaining Unit: N/A

Classified or Unclassified: Classified

FLSA: Exempt

Summary

Essential Job Functions

Develops and facilitates

training programs; assists with conducting needs assessments and instructional analysis; develops status reports, exhibits, course descriptions,

communications, procedures, and timelines; drafts training curriculum;

facilitates training through a variety of methods and formats; collects

training evaluations, training attendance records, and various other training

data; enters training data into database; researches and implements best

practices; adds training courses to the Learning Management System (LMS);

reserves training rooms; monitors the department's training mailbox; updates

the training calendars; creates basic training reports. Assists with

organizational change initiatives; assesses change readiness and disseminates

the results to management; identifies organizational impact of the change

initiatives; proposes change resistance plans. Assists with the implementation

and development of engagement initiatives across the organization; collaborates

with other departments and agencies; collects employee engagement survey data;

presents survey data; assists with organizing service award events.

Minimum Requirements

Bachelor's degree in

business administration, human resource management, organizational development,

or related field with one (1) year of training or education experience, or any

equivalent combination of training and experience. Valid driver license, proof

of automobile insurance, and a vehicle.

Application Process

This is a competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will invite you to take a civil service examination. The exam is specific to this

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position. Everyone who passes the exam goes on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list with the top 25% candidates (or at least the ten highest scoring candidates, whichever is greater). HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in Chapter 306 of the County Code.

EQUAL OPPORTUNITY EMPLOYER

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.